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AN EVALUATION OF THE WELCOME ABOARD  
PHASE OF INTERNAL PUBLIC RELATIONS  
PROGRAM OF THE UNITED STATES NAVY.

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THESIS

AN EVALUATION OF THE WELCOME ABOARD PHASE  
OF INTERNAL PUBLIC RELATIONS PROGRAM  
OF THE UNITED STATES NAVY

by

Elmer C. Whiddon, Jr.

//

(B.S., Southwest Texas State College, 1957)

Submitted in Partial Fulfillment of the Requirements  
for the Degree of Master of Science

BOSTON UNIVERSITY  
SCHOOL OF PUBLIC COMMUNICATION  
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## CHAPTER I

### INTRODUCTION

An evaluation of the Navy's "Welcome Aboard" programs constitutes the area of study of this thesis. The Navy's Welcome Aboard programs for the purpose of this thesis are defined as internal relations practices affecting transit personnel, i.e., personnel who are going from one duty station to another.

Welcome Aboard programs are in effect in varying degrees in most commands throughout the Navy, but at present they are not specifically defined by the Navy's Public Information Manual<sup>1</sup> as one of the required elements of the Navy's over-all public relations program. The chief contention of this writer upon commencing this study was that Welcome Aboard practices were in need of improvement and should be made a required part of the Navy's Public Information Program.

Periodically, internal publications of the Navy, such as The Small Time PIO Manual,<sup>2</sup> have touched lightly on Welcome Aboard practices, but to this writer's knowledge there have been no published standardized guidelines on operation of an effective Welcome Aboard program.

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<sup>1</sup>U.S. Navy Public Information Manual (Washington: U.S. Government Printing Office, 1955).

<sup>2</sup>Captain Scarritt Adams, The Small Time PIO Manual (Washington: U.S. Government Printing Office, 1958).



While the Welcome Aboard program has not been formalized as a requirement by the Navy's Public Information Manual, internal relations have long been recognized by the Navy as an important part of its over-all public relations program. According to the Navy's Public Information Manual:

If Navy personnel have high morale, if they are loyal to their service and believe in it, they will pass along their enthusiasm to their civilian families and friends. This personal word-of-mouth communication is the most effective of all informational media. If the medium is to be used for public information purposes, the Navy Man's enthusiasm for the service must be genuine. Furthermore, unless naval personnel do have genuine enthusiasm for the service, the Navy's public information programs will be largely ineffective no matter how elaborate they are. Thus the public information officer has a decided interest in building and maintaining Navy morale.<sup>1</sup>

With a view to the importance of internal relations in the Navy's over-all public relations program, this thesis attempts to assess the Welcome Aboard practices of the Navy's internal relations program and to present recommendations for service-wide Welcome Aboard procedures.

The purpose of an efficient Welcome Aboard program is to eliminate or minimize cultural shock<sup>2</sup> and speed integration of the transferred man and his family into the primary groups of the command and community.

As Morris Janowitz has noted in regard to the married military man,

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<sup>1</sup>U.S. Navy Public Information Manual, op. cit., Appendix A,  
p. 197.

<sup>2</sup>Kalervo Oberg, "Culture Shock," Fact Sheet Number 605 (Headquarters, United States Air Force, Europe, October 1960). Culture shock is precipitated by anxiety that results from losing familiar signs and symbols of social intercourse.





Military assignments involve constant rotation from one installation to another, and with each move, disruptions are created, for the role of being a father is not necessarily in tune with being a professional soldier.<sup>1</sup>

Janowitz has also noted that "The social isolate is not a military asset and is likely to weaken social cohesion."<sup>2</sup>

While Carl Hovland has written,

Most persons need social support for certain of their opinions and particularly for their opinion of themselves. . . . When a person is removed from the group he loves and is forcibly placed among strangers, he gradually loses his feeling of being supported by his former associates and comes to depend upon the opinions of the immediately present persons for his feeling of dignity and self esteem.<sup>3</sup>

Applying such ideas to the Navy transit, the Welcome Aboard phase of internal relations may be considered an especially critical area. Cultural shock, family tensions brought about through transfers, and the feeling of being an "outsider" are problem areas that need solving during the Welcome Aboard phase of Navy life.

A Navy man leaves his shipmates for a new duty station and then depends on opinions of new shipmates for feelings of dignity and self-esteem. An effective Welcome Aboard program may be viewed as contributing substantially to the development of a self-concept which creates an awareness in the individual of his importance to the Navy. The man who is properly welcomed is more likely to think that his value is appreciated

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<sup>1</sup>Morris Janowitz, Sociology and the Military Establishment (Philadelphia: Russell Sage Foundation, 1962), pp. 89-90.

<sup>2</sup>Ibid., p. 66.

<sup>3</sup>Carl Hovland et al., Communication and Persuasion (New Haven: Yale University Press, 1953), p. 148.





than is the man who, upon arrival at a new duty station, is treated with indifference. The effective Welcome Aboard program, like the total Navy information program, must, of course, be based upon utilization of sound public relations principles.

As stated earlier, this writer began the study with the contention that Welcome Aboard practices in the Navy are in need of improvement. During the study an attempt has been made to shed further light on this point by identifying Welcome Aboard practices that are effective or ineffective.

In addition to the contention concerning the general status of Welcome Aboard practices, the writer believed that throughout the Navy there was a body of isolated but effective Welcome Aboard ideas and practices. In this thesis an attempt has been made to locate these ideas and practices, and to draw from these the recommended model Welcome Aboard program set forth in the final chapter of this thesis.

The Welcome Aboard phase of internal relations may be conceived of as pertaining to practices affecting Navy personnel from the receipt of orders to a new duty station until they are "settled in" at that station. The area of study in this thesis is divided into four aspects of the over-all Welcome Aboard program: (A) Welcome Aboard Information; (B) the Navy Move; (C) Welcome Aboard Practices at the New Station; and (D) Housing Assistance.

Welcome Aboard information, as used here, refers to informational material forwarded to incoming personnel prior to their arrival at the new duty station. Ideally, this information would be forwarded to the



individual as soon as possible after he has received his orders so that he would have sufficient time to study the information prior to his actual transfer. A Navy man, if possible, is given his orders approximately three months prior to his transfer date. Upon receipt of those orders he is presumably interested in learning more about his future duty station. In studying Welcome Aboard information, an attempt has been made: (1) to review procedures for producing Welcome Aboard information and for assuring the forwarding of that information; (2) to review the content of Welcome Aboard information; and (3) to identify information desired by incoming personnel.

#### Welcome Aboard Information

Welcome Aboard Information, in addition to being one aspect of internal relations, may be viewed as a first step toward desirable community relations. In this connection it should be noted, for the benefit of those who are not familiar with military life, that the majority of military families live in the civilian community and not in Government quarters. The Navy Public Information Manual states, "The commanding officer must accept the responsibility for making the command an integral and welcome part of the surrounding localities."<sup>1</sup> All personnel should have a basic knowledge of the community in which their duty station is located. Knowledge of the community is considered to be a prerequisite for sound public relations, and it is conceivable that the Welcome Aboard information may constitute the only information that a

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<sup>1</sup>U.S. Navy Public Information Manual, op. cit., p. 198.





Navy man and his family have concerning their future community surroundings. The study of Welcome Aboard Information is presented in Chapter II.

### The Navy Move

The Navy Move refers to the physical transfer of personal property. The Navy contracts with civilian moving and storage companies for the moving of Navy families' belongings. During the move, the Navy family finds itself in the position of owning the goods being moved, but having little actual control over the mover. The Navy rather than the Navy family pays the mover. In some cases interests of Navy personnel are protected by a Navy moving inspector. The latter is a civil service employee who is responsible for ensuring that contract terms are adhered to so that the service paid for is actually delivered. In other cases there is no Navy moving inspector and it appears that this sometimes results in ineffective moving practices. This part of the study includes a review of Navy practices of helping personnel during the move and in processing of possible damage claims afterwards. Prior to commencing the study, it appeared to this writer that the Navy had a variety of effective practices relating to the Navy move. It also appeared that Navy personnel generally were not as aware of these practices as they should have been. In this thesis, the writer has attempted (1) to identify those moving practices that are particularly valued by Navy personnel, and (2) to determine if Navy personnel are generally aware of the moving assistance already available to them. Chapter III discusses the study's findings regarding the Navy move.





## Welcome Aboard Practices

Welcome Aboard practices at the new station are those practices used in greeting the new arrival at a duty station. This area includes first face-to-face contacts between the individual and personnel of the new duty station. This is felt by the writer to be of critical importance because of impacts on personnel reporting to the new station. Personnel may have various needs relating to practices in the above-cited areas of Welcome Aboard Information and the Navy Move, as well as to Housing Assistance, to be discussed below. All Naval personnel, however, will participate, for example, in Welcome Aboard "check in" procedures. In this part of the study the writer has attempted to identify Welcome Aboard procedures that have desirable and undesirable impacts on incoming personnel. These procedures are discussed in detail in Chapter IV.

## Housing Assistance

Housing assistance is viewed here as direct action by the Navy which results in the obtaining of living quarters by Navy personnel. Obtaining Navy-controlled Government quarters involves to some degree Navy housing assistance. Civilian housing, however, may be obtained with or without Navy housing assistance.

Housing is of prime importance. It is one of the first problems that a man faces upon reporting to a new duty station. That view is underscored by a statement of Bertrand R. Canfield:

Industry has found out through various studies that people who live in attractive surroundings, who can send their children to good





schools, who enjoy facilities for recreation, who are accessible to good churches, who can live in modern housing, and who have rapid transportation are usually happy, co-operative, and productive workers.<sup>1</sup>

It appears that housing location has an important effect on availability of those other desirable features. A person who is not familiar with the community presumably will have more need of housing assistance than one who is familiar with location of schools, recreation facilities, churches, and transportation routes.

Duty stations usually have "housing officers" or "housing offices" to assist personnel in finding quarters. Procedures of these housing officers and offices have been studied in an attempt to identify desirable and undesirable housing assistance practices. Chapter V is devoted to this part of the study.

### Initial Research

Research for the study began in April 1966 with the pretesting of the 17-item questionnaire, which is included as Appendix A of this thesis. Twelve Navy personnel working in the Fargo Building, Boston, Massachusetts, were asked to complete the questionnaire. After completing the questionnaire, which took from seven to thirty minutes, the respondents were asked if they had any questions in regard to the questionnaire and its covering letter. It was hoped that the covering letter and instructions on the questionnaire provided all the explanation that was required. Inasmuch as none of the 12 respondents needed or desired

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<sup>1</sup>Bertrand R. Canfield, Public Relations, Principles and Problems (Homewood, Illinois: Richard D. Irwin, Inc., 1952), p. 137.





information in addition to that provided by the letter and questionnaire, it appeared that so far as being self-explanatory, the questionnaire was acceptable. The information obtained from the 12 respondents appeared to be of the type and quality sought, so 184 additional questionnaires and cover letters were prepared for mailing. The decision to distribute this number of questionnaires is explained on page 10.

The 184 questionnaires were mailed to public information officers in nine different commands. These public information officers constituted nine of eleven officers who had been contacted earlier and asked to administer 20 questionnaires to personnel in their respective commands. Of the eleven public information officers originally contacted, nine agreed to administer the questionnaires, one declined, and the eleventh had been transferred and the command at that time was temporarily without a public information officer. Included with the letter requesting assistance was an airmail self-addressed postcard to facilitate the replies. It was interesting to note that the lone reply declining to administer the questionnaires was also made on one of the postcards. It read, "I will not administer questionnaires to \_\_\_\_\_ (station) \_\_\_\_\_ personnel. This station is in the process of being dis-established and consolidated for pending move to new location. Previous internal relations system gradually slipping as the number of personnel diminishes. Sorry, but I think it would unduly weight your sample on the negative side."

As stated previously, it was the opinion of this writer that some excellent isolated internal relations practices existed in various Navy commands. In selecting the duty stations to be sampled, this point was



considered and the goal established to have a geographic split consisting of a minimum of two duty stations from the Atlantic Fleet, two from the Pacific Fleet, and one from the area of the Gulf of Mexico. It was hoped that this would lead to identification of practices that were local or regional in nature. With nine Public Information Officers agreeing to administer the questionnaires, the geographic goal originally set was surpassed.

The nine cooperating Public Information Officers represent the following commands: (1) Commander in Chief, U.S. Atlantic Fleet (CINCLANT), Norfolk, Virginia; (2) Commander Naval Air Force, U.S. Atlantic Fleet (COMNAVAIRLANT); (3) Commander Mine Force, U.S. Atlantic Fleet (COMINLANT), Charleston, South Carolina; (4) Commander Naval Air Force, U.S. Pacific Fleet (COMNAVAIRPAC), San Diego, California; (5) Commander Cruiser-Destroyer Force, U.S. Pacific Fleet (COMCRUDESPAC), San Diego, California; (6) Commander Amphibious Force, U.S. Pacific Fleet (COMPHIBPAC), San Diego, California; (7) Commander Service Force, U.S. Pacific Fleet (COMSERVPAC), Honolulu, Hawaii; (8) Chief of Naval Air Training (CNATRA), Pensacola, Florida; and (9) Chief of Naval Air Advanced Training (CNAVANTRA), Corpus Christi, Texas.

Each of the first eight public information officers was sent 20 of the questionnaires. They were instructed to select the personnel at random, with two qualifications. These were (1) that the person had made at least two Navy moves and (2) that ten would be enlisted men and ten would be officers. Twenty-four questionnaires were sent to the CNAVANTRA public information officer at his suggestion. He planned to







administer eight of the questionnaires to personnel at each of the three air bases under his command (NAS Corpus Christi; NAAS Chase Field, Beeville, Texas; and NAAS Kingsville, Kingsville, Texas).

Attached to each questionnaire was an envelope. Instructions at the beginning of the questionnaires directed respondents to insert their completed questionnaires in the envelopes, seal the envelopes, and return them to the person administering the questionnaires.

Of the 134 questionnaires mailed out, 118 were returned completed. With the 12 questionnaires completed during the pretest, the total sample is 130. See Appendix B for a breakdown of the sample by rank/rate and duty station. Appendix C provides an explanation of rank/rate abbreviations used in the thesis.

Soon after the questionnaires were forwarded to the nine commands it became apparent that the level of cooperation would vary considerably. The questionnaires were mailed on 7 April 1966. On 15 April LTJG D. E. Warren, assistant public affairs officer on the staff of Commander Mine Force, Atlantic Fleet, returned 17 completed questionnaires and another was returned later from his office. On the 23rd, LTJG E. R. Durfer, public affairs officer for Commander Service Force Pacific Fleet, returned 18 completed questionnaires from that command. Then there was a period of no returns. A copy of a forwarding letter was received from the public affairs office of the Chief of Naval Air Training. This office had decided, on its own, to divide the 20 forms by sending four questionnaires to each of five subordinate commands.



### Telephone Follow-ups

On 3 May telephone calls were made to those "cooperating" commands from which completed questionnaires had not been returned. Within the week 19 questionnaires were returned from the staff of Commander Naval Air Atlantic Fleet, 20 from the Naval Air Advance Training Command, 13 from the staff of Commander Amphibious Force Pacific Fleet, 13 from the staff of Commander Naval Air Pacific Fleet, and three from the staff of Naval Air Technical Training. This last command, located in Memphis, Tennessee, was one of the commands to receive the questionnaires from the Chief of Naval Air Training public affairs office.

No additional questionnaires were returned by those commands under Chief of Naval Air Training and no questionnaires were received from the staff of Commander Cruiser-Destroyer Forces Pacific. On 17 May telephone checks were made on these questionnaires. Those that were sent to the Chief of Naval Air Training were reported by the public affairs personnel there apparently to have been "lost." The public affairs personnel at Cruiser-Destroyer Forces Pacific Command stated that the forms had been completed and it was their understanding that the questionnaires had been mailed. These questionnaires, however, were never received.

### Survey Sample

It soon became apparent that in some cases instructions for administering the questionnaires had been loosely followed. From the enlisted rates appearing on the returned questionnaires, it is probable





that in one or two commands the questionnaires were distributed among personnel in the immediate area of the public affairs office instead of randomly throughout the command. It had also been requested that personnel completing the questionnaires be required to have made at least two Navy transfers. In one case the young officer noted that he had made only one move.

Other commands, it appears, made a definite effort to obtain a good sample. In these cases several enlisted rates of varying paygrades are included and the range of officer rank runs from ensign and warrant officer all the way through the rank of captain. It was not expected that any officers more advanced in rank than lieutenant commander would complete the forms, yet nine full commanders and two captains are included in the sample.

The feature of providing the questionnaires with envelopes in which to be sealed upon completion produced some interesting results. The envelopes were intended as a method of protecting the respondent's answers. Each questionnaire was provided with an envelope and instructions at the beginning of each questionnaire read, "Please seal your completed questionnaire in the envelope provided and return it to the person administering the questionnaires. The sealed questionnaires will be forwarded to LCDR Whiddon." A cover letter was also attached to each questionnaire. The letter briefly explained the reason for the questionnaire.

#### Unfavorable Impression

Although the writer has no proof, it was his impression that the



envelopes made an unfavorable impression on those public affairs officers who had agreed to administer the questionnaires. This may have been a major contributing factor to the unexpected slowness in returning the questionnaires. In the case of the three questionnaires received from Memphis, the three envelopes had been opened. There is little doubt that all of the cooperating offices would have liked to review the completed questionnaires to see how the command was rated by its own personnel. Inasmuch as this information could prove useful to a command, the letter thanking the command for assistance included information of any trends that were discovered upon reviewing the completed questionnaires from that command.

Another "envelope factor" appeared in the cases of uncooperative individuals in the cooperating commands. Eight individuals, from different commands, did not answer the questionnaire. These eight returned blank questionnaires in the sealed envelopes.

The questionnaire, which covered all four phases of the Welcome Aboard program (Welcome Aboard Information, Welcome Aboard Practices at the New Duty Station, the Move, and Housing Assistance), will be discussed in detail in each chapter devoted to that particular phase of the Welcome Aboard program. The first five items on the questionnaire, however, relate to background information that will be considered in connection with all phases. The following paragraphs discuss the background information.





### Background Information

The first five items obtained (1) rank/rate, (2) years service, (3) married/single, (4) number of children, and (5) number of children school age. Rank/rate provides information on the individual's earning power and status in the military. Rank refers to officers and rate to enlisted men. In addition to providing the pay grade level of the enlisted man, rate also provides a guide as to what type of function the man performs. For example, a "J01" is a journalist first class petty officer, pay grade E-6. He would be assigned a job in the public affairs office.

The number of years of service, when considered with rank/rate, provides not only an indicator of experience, but an indication of the relative success of the individual. For example, a man who is a chief petty officer after only six years of service can be considered well above average. Generally, it takes approximately 12 years for an enlisted man to achieve the grade of chief petty officer. In another case, an officer who has been in the service 16 years as an officer and is only a lieutenant may reflect some bitterness in his comments. Currently, officers expect to be promoted to lieutenant upon completing two and one half years of service. These factors are taken into consideration when evaluating the comments of the respondents.

The marital status, number of children, and number of children of school age affect the Welcome Aboard needs of the Navy man. Those without school-age children are not as interested in obtaining information about schools, those without children are not worried about nurseries,



and those not married are not as concerned about housing as the married man. However, in the case of the single individual it will be noted in the following chapters that there is a definite desire for Welcome Aboard programs.

The remaining 12 items on the questionnaire will be discussed in detail in the following chapters. Correspondence and interviews which augment the questionnaire will also be presented in these chapters. The findings and conclusions of the study are presented in the final chapter, Chapter VI.

### Summary

In summary, the chief contention of this writer upon commencing this study was that Welcome Aboard practices in the Navy were in need of improvement. For the purpose of studying Welcome Aboard practices, this thesis divides the practices into four aspects, (1) Welcome Aboard Information, (2) the Navy Move, (3) Welcome Aboard Practices at the New Station, and (4) Housing Assistance. The primary material for study of all four aspects of Welcome Aboard was obtained by the questionnaire in Appendix A. Each of the four aspects will be discussed in detail in separate chapters. The final chapter of this thesis presents the findings and conclusions of the study.





## CHAPTER II

### WELCOME ABOARD INFORMATION

Research on the Information aspect of the Welcome Aboard program began with the questionnaires. As stated earlier, the first five items on the questionnaire were devoted to obtaining background information on the respondent. This information was used in studying all aspects of the total Welcome Aboard program. It is again noted that Navy rank/rate abbreviations used in connection with the background information are explained in Appendix C.

Questions 6 through 10 were specifically devoted to Welcome Aboard Information. Welcome Aboard Information as intended here refers to information which is received by the individual prior to his arrival at his new duty station. The information includes all information on the new station and area that would be considered useful to incoming personnel. The five questions attempted to find out (1) if the individual wanted the information enough in the past to make specific requests for this information; (2) if he received Welcome Aboard Information as a result of a request or without a request; (3) of the information that he had received, if any, which he considered desirable and which he considered useless or unnecessary; and (4) what information he had desired, but failed to receive.

Analysis of the five Welcome Aboard Information questions and



the background information provided by the first five items on the questionnaire was made in an attempt to discover trends in this phase of Welcome Aboard. The trends, it was hoped, would indicate specific Welcome Aboard Information practices that were of definite value, questionable value, or harmful. This information in turn would hopefully provide a basis for recommending material that should or should not be included in Welcome Aboard Information.

### Correspondence

Augmenting the information obtained from the questionnaires was correspondence and interviews with six public affairs officers in regard to the Welcome Aboard Information that their particular command was using at that time. Copies of the information were received from these commands just as if the writer were actually being ordered to that duty station. In addition, each public affairs officer provided a brief of the administrative procedures used by the duty station in handling Welcome Aboard Information. Specific questions answered included (1) how the information was procured, (2) whether or not it was necessary to request the information, (3) which office actually sent it out, and (4) what procedure was used in sending it out.

### 259 Navy Transfers

The survey sample represented 259 Navy transfers, two per questionnaire, with the exception of the one ensign who had made only one Navy move. The trend in regard to answers to items 6 and 7 proved inter-





esting and, to this writer, somewhat appalling. Of the total sample, 29 percent answered that they had received Welcome Aboard Information without requesting this information. Nineteen percent had requested and received Welcome Aboard Information. Forty percent neither requested nor received Welcome Aboard Information, and 12 percent had requested information, but had failed to receive it. See Table 1 for a rank/rate breakdown of this phase of the study.

### Aggressive Program

An aggressive, forward-looking Welcome Aboard program would be indicated where Welcome Aboard Information is sent out automatically to incoming personnel. Such a program is in effect in the Mine Force Atlantic Fleet; Service Force Pacific Fleet; and Naval Construction Battalion Center, Port Hueneme, California. LTJG Warren of Mine Force Atlantic writes,

These booklets [Welcome Aboard] are sent out automatically to all new personnel reporting to MINLANT in the Charleston area. Our personnel representative in Norfolk sends a copy of all orders to Career Retention and they in turn forward a booklet to the man. Further, this same team has prepared the blue booklet mainly for the benefit of our sailors' wives. Ships homeported in Charleston are visited semi-annually and a copy is passed out to each married man. For units outside the Charleston area, an annual visit is made. We find that these booklets are well received.<sup>1</sup>

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<sup>1</sup>Letter from LTJG D. E. Warren, public affairs officer on the staff of Commander Mine Force, Atlantic Fleet, Charleston, South Carolina, April 28, 1966.



TABLE 1

**RECEIPT OR NON-RECEIPT OF WELCOME ABOARD INFORMATION  
AS REPORTED FOR 259 MOVES<sup>a</sup> BASED ON RETURNS  
FROM 130 RESPONDENTS**

Officer Rank/Enlisted Paygrade	Received Without Request	Requested and Received	Not		Total Number Moves
			Requested or Received	Requested Not Received	
Captain	2	0	2	0	4
Commander	10	4	4	0	18
Lt. Commander	12	5	4	1	22
Lieutenant	19	5	11	7	42
Lieutenant (junior grade)	4	10	12	0	26
Ensign	3	0	0	0	3
Warrant Officer	0	2	0	0	2
Officer Totals	50	26	33	8	117
Officer %	43	22	28	7	100
E 9	2	2	0	2	8
E 8	2	4	4	2	10
E 7	8	0	12	8	28
E 6	7	12	27	4	50
E 5	4	2	18	4	28
E 4	2	2	6	2	12
E 3	0	2	4	0	6
Enlisted Totals	25	24	71	22	142
Enlisted %	18	17	50	15	100
Totals	75	50	104	30	259
Total %'s	29	19	40	12	100

<sup>a</sup>All respondents except one Ensign provided information covering two moves. The number of respondents was 130--59 officers and 71 enlisted personnel.





### Conventional Practice

A more conventional manner of handling the automatic mailing of Welcome Aboard Information is followed by the Naval Construction Battalion Center, Port Hueneme, California. Mr. Douglas Harmer, a civilian employee in the public affairs office, writes:

Copies of this book [Military Guide Book to the U.S. Naval Construction Battalion Center, Port Hueneme, California] are mailed out initially by Officer and Enlisted Personnel offices upon their receipt of advance orders indicating personnel reporting aboard. This is mailed out automatically with a cover letter of welcome from the Commanding Officer.<sup>1</sup>

### Sponsor Program

Commander Service Force Pacific staff treats the problem in another manner and, from questionnaire responses, apparently gets very favorable results. LTJG Durfer of that staff writes:

The Commander Service Force, Pacific Staff has no "formal" program for welcoming new arrivals to the staff. Upon receipt of a copy of the incoming individual's orders here, a division representative is selected, who is usually the man to be relieved in turn, to provide whatever information in addition to that included within the welcome aboard pamphlets which are automatically mailed him. The pamphlets give the incoming person a general idea as to housing, educational, recreational and buying opportunities here on Oahu. The division representative also arranges for temporary quarters, usually in a hotel, and greets the new arrival at the airport or pier.<sup>2</sup>

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<sup>1</sup>Letter from Douglas Harmer, civilian employee in the Public Affairs Office, U.S. Naval Construction Battalion Center, Port Hueneme, California, May 4, 1966.

<sup>2</sup>Letter from LTJG E. R. Durfer, public affairs officer on the staff of Commander Service Force, Pacific Fleet, Honolulu, Hawaii, May 7, 1966.



This sponsor approach to Welcome Aboard, which appears to be very worthwhile, will be discussed again later in the thesis.

### Minimum Program

What this writer considers to be a minimum acceptable program is reflected by the 19 percent who requested and received information from their new command. The quality of the reply to a request for information varies, but any command should, out of nothing more than courtesy, answer all requests for Welcome Aboard Information. Naval Air Station Norfolk has an excellent Welcome Aboard Booklet, but it is not sent out automatically. LCDR Jack Riding, NAS Norfolk public affairs officer, notes, "All officers and enlisted personnel ordered to the Naval Air Station Norfolk who request information regarding the command are furnished with most of the enclosed material. However, only a small percentage request this prior to reporting for duty."<sup>1</sup> The questionnaire results confirm this statement when it is noted that only 31 percent of the personnel write and request Welcome Aboard Information.

The 40 percent who neither requested nor received Welcome Aboard Information are a rather neutral reflection of the Welcome Aboard program. There may have been Welcome Aboard Information available or there may not have been.

The appalling part referred to earlier is the 12 percent of the personnel (7 percent of the officers and 5 percent of the enlisted men)

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<sup>1</sup>Letter from LCDR Jack Riding, public affairs officer Naval Air Station, Norfolk, Virginia, May 3, 1966.







who requested Welcome Aboard Information but failed to receive it. The negative comments of these individuals reflect the strong feelings generated by requests being ignored.

### Questionnaire Comments

A LT (O-4)<sup>1</sup> with five years of service wrote on his questionnaire:

The information requested was forwarded on the day I reported aboard. My old command used my change of address card and I received the info after I had been on board approximately one month.

A QMC (E-2) wrote:

The Navy in the (city) area had done nothing for the common sailor--no wonder the Navy has problems in personnel retention nowadays. (City) and Long Beach are 180 degrees apart. If an E-4 gets transferred from the West Coast to (city), he will eventually wind up in the poor house. Why? Because the Navy could care less about his being. He will only be another "hand" instead of a potential career man.

Another QMC (E-13) noted, "Four letters--all ignored." While an enlisted man paygrade E-9 (E-30), after requesting information and receiving a reply he considered unsatisfactory, wrote:

When a person is being transferred to a duty station that is entirely in an area which he isn't familiar with, that station should provide him with some basic information that will help him and his family upon arrival in that area. I received a very good package of information from the local Chamber of Commerce (maps, names and addresses of motels, hotels, etc.). After receiving only a letter "mentioned earlier" from the station I was reporting to, I wrote the Chamber of Commerce and they were very helpful. Maybe we should station a Navy man in the local Chamber of Commerce to help out sailors.

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<sup>1</sup>Questionnaire respondents are identified by numbers O-1 through O-59 for officers and E-1 through E-71 for enlisted personnel. Background on each respondent is listed in Appendix B.



In this case it is apparent that while the Navy was losing points, the Chamber of Commerce was gaining them. It is this writer's position that the Welcome Aboard program of the command should provide the command with its own "chamber of commerce."

#### Officers Favored

The trend to favor the officer over the enlisted man is all too obvious in this part of the survey. Officers received Welcome Aboard Information almost twice as frequently (65 percent) as did enlisted men (35 percent). It is noted that the percentage of officers and enlisted men requesting information was nearly the same (officers 29 percent, enlisted 32 percent), but the big difference was in those who received the information without requesting it. Forty-three percent of the officers received Welcome Aboard Information without requesting it, while only 18 percent of the enlisted men received such information without requesting it. It would seem that if all personnel cannot be furnished Welcome Aboard Information, then those who need it most should be the ones to receive what is sent out. It also appears that those with the least financial resources, experience, and education would be most in need. The survey indicates that currently those of high rank/rate have a greater chance of receiving Welcome Aboard Information. And, in regard to the chief petty officer's comments on personnel retention, it is noted that the Navy's problem areas in retention are not in the higher officer and enlisted paygrades but in the lower ones.







### Desirable Information

Item Number 8 on the questionnaire asked, "Of the Welcome Aboard Information that you received, if any, which specific items of information do you consider to be particularly desirable?" The most common answer to this item was "housing information." In 45 cases (approximately 35 percent) respondents listed housing information as one of the most desired items of information. The next most frequent answer was "general information about the base facilities" with 17 mentions (13 percent). "Future job and working conditions" was third in frequency with 14 mentions. A complete listing of desirable information mentioned is presented in Table 2. It will be noted in studying this table that the ranking of the desirable items differs only slightly between officers and enlisted men.

### Desired Information

Question Number 9 on the questionnaire asked, "What information have you desired, but failed to receive?" Housing information, with 46 mentions (37 percent), was again by far the most frequently listed item. Information concerning the future job and working conditions was second, with only seven mentions (5 percent), while numerous other items were listed. See Table 3 for a complete summary.



TABLE 2

NUMBER OF MENTIONS OF WELCOME ABOARD INFORMATION  
CONSIDERED PARTICULARLY DESIRABLE, BASED ON RETURNS  
FROM 130 RESPONDENTS

Subject	Number of Mentions		
	Enlisted	Officer	Total
<u>Area Information</u>			
Housing	17	28	45
Maps	3	7	10
Schools	6	3	9
Climate	3	5	8
Cost of living	4	1	5
Liberty/recreation	1	4	5
Community	0	4	4
Auto insurance requirements	2	1	3
Public transportation	2	0	2
Local customs	1	1	2
Churches	0	1	1
Local newspapers	0	1	1
Total	40	56	96
<u>Command Information</u>			
Job and working conditions	7	7	14
Homeport and operating schedule	2	2	4
Mission and background	1	3	4
Personal letter	2	2	4
Uniform and clothing requirements	0	4	4
Check-in point	1	1	2
Working hours	2	0	2
Roster (unit and social)	0	2	2
Precedence list	0	1	1
BOQ information	0	1	1
Total	15	23	38
<u>Base Information</u>			
Base facilities (general)	8	9	17
Exchanges	0	5	5
Commissary	0	4	4
Recreation	3	0	3
Base newspaper	2	0	2
Household effects location	1	0	1
Medical	1	0	1
Total	15	18	33





TABLE 3

INFORMATION DESIRED, BUT NOT RECEIVED, BASED ON RETURNS  
FROM 130 RESPONDENTS

Subject	Number of Mentions		
	Enlisted	Officer	Total
<u>Area Information</u>			
Housing	28	20	48
Liberty/recreation	5	1	6
Community	4	2	6
Cost of living	4	1	5
Schools	2	2	4
Maps	3	1	4
Auto insurance requirements	2	1	3
Newspaper	2	1	3
Hotel/motel accommodations	0	3	3
Public transportation	2	0	2
Climate	1	0	1
Local customs	0	1	1
Churches	1	0	1
Local laws	0	1	1
Adult schooling	0	1	1
Total	54	35	89
<u>Command Information</u>			
Job and working conditions	5	2	7
Personal letter	2	2	4
Check-in point	2	1	3
Mission and background	1	1	2
Working hours	2	0	2
Homeport and operating schedule	1	0	1
Uniform and clothing requirements	0	1	1
Roster (unit and social)	0	1	1
Berthing and messing	1	0	1
Watches	1	0	1
Subsistence	1	0	1
Name of commanding officer	1	0	1
Living allowance (temporary)	0	1	1
Parking area	0	1	1
Total	17	10	27
<u>Base Information</u>			
Base facilities (general)	4	2	6
Medical	4	0	4
Commissary	3	0	3
Base map	1	2	3
Exchanges	1	0	1
Service station	1	0	1
Total	14	4	18



### Housing Information Comments

Comments on housing information desired included the following:  
A PN1 (E-24) with 12 years of service, "Accurate housing information. Information received was misleading." A YN2 (E-33) with 10 years of service, "Housing--distance from work, shopping, etc. and price range." A PN3 (E-38) with five years of service, "Housing" underlined five times. A PHC (E-69) with 17 years of service, "Not specific enough about housing." A LT (O-9) with nine years of service, "Classified sections of newspapers for advance information on availability and general price range of civilian housing." A LT (O-10) with 12 years of service, "Exact time of public quarters availability (considering waiting list)." A CDR (O-15) with 23 years of service, "Accurate housing information." A LCDR (O-44) with 25 years of service, "Housing information:--True--Housing information was received to the effect that housing was or was not available, but no specific information or help."

While housing information was by far the most desired information, there were 37 other items that were mentioned once or more in the survey. These items could be divided into three areas of interest: (1) Base Facilities, (2) Command Information, and (3) Area Information.

### Useless Information

Question Number 10 on the questionnaire asked, "What information, if any, was considered useless or unnecessary?" Of the 130 questionnaires, only 12 listed any information as useless or unnecessary. Six were from officers and six were from enlisted respondents. A number of





comments to the effect that "all information was useful to a degree" were written in the blank provided for listing useless information. Of the six items listed by enlisted personnel as useless or unnecessary, only one item, "outdated information," had not been also listed as desirable information by other respondents. Three officers listed "local advertisements" as useless or unnecessary. This was the only item listed by the officers that had not been listed by other respondents as desirable. The other items listed were: by enlisted respondents--recreational facilities (1 time), chamber of commerce information (2 times), tourist information (1 time), and information on commanding officer and command history (1 time); by officers--tour guides (1 time), special services facilities (1 time), and command mission (1 time).

#### Four Commands

Welcome Aboard Information used currently by four commands--Commander Mine Force Atlantic Fleet, Naval Air Station Norfolk, Naval Air Station Jacksonville, and Naval Construction Battalion Center Port Hueneme--was reviewed and rated by this writer. These four commands were selected at random. The information presented in the Welcome Aboard Information was divided into the three areas of (1) Base Information, (2) Command Information, and (3) Area Information. Each item contained in the Welcome Aboard material was reviewed, listed, and rated individually by the writer. Table 4 presents a complete listing of these ratings for each item. Items listed include all those mentioned by survey respondents as well as all items presented in the Welcome Aboard Information



of the four commands. The rating categories used were the following:  
 0--not covered; 1--only mentioned; 2--satisfactory; 3--good; 4--excellent; and NA--not applicable.

TABLE 4  
 RATING OF CURRENT WELCOME ABOARD INFORMATION  
 FROM FOUR COMMANDS<sup>a</sup>

Subject	Command			
	NAS Norfolk	MINE LANT	NAS Jax	Port Hueneme
<u>Area Information</u>				
Combined housing	0	2	3	1
Civilian housing	0	2	3	1
Government housing	1	2	2	4
Schools	1	2	4	0
Cost of living	0	0	-	0
Climate	1	3	-	3
Maps	1	2	4	3
Auto insurance requirements	0	3	3	3
Recreation	1	1	4	0
Public transportation	3	0	3	0
Customs	0	0	0	0
Community (general)	1	2	4	0
Churches	1	0	3	0
Newspaper	1	0	1	0
Laws	3	3	3	2
Adult schooling	0	0	4	0
Hotel/motel	1	0	4	0
Schedule public school bus	3	0	0	0
History	2	2	3	0
Hospitals	1	0	0	0
Libraries	1	0	0	0
Radio and TV	2	0	0	0
Utilities	3	0	0	0
City services	2	0	0	0
Voting requirements	2	0	0	0
Resorts	1	0	4	0
Parks	1	0	4	0
Government	2	0	0	0
Additional information sources	2	0	0	0
Trailer space	0	0	3	0





TABLE 4--Continued

Subject	Command			
	NAS Norfolk	MINE LANT	NAS Jax	Port Hueneme
<u>Command Information</u>				
Mission and background	4	4	4	4
Check-in point	0	0	4	0
Working hours	0	0	0	4
Personal letter	0	0	0	0
Uniform	0	0	4	2
Roster	0	0	0	0
Precedence list	0	0	0	0
Berthing/messing	0	0	3	3
Watches	0	0	2	1
Subsistence/comrats	0	0	0	0
Name of Commanding Officer	4	0	4	0
Temporary living allowance	0	0	0	0
Parking	0	0	0	1
Executive Officer's name and information	4	0	4	0
Navy Enlisted Wives Club	0	2	2	0
Liberty and leave	0	0	3	3
Insurance	0	0	1	4
Enlisted rules for civilian clothing	0	0	3	4
Payday	0	0	0	3
Prohibited articles	0	0	0	2
Official bulletin boards	0	0	0	2
Cameras	0	0	0	2
Recreational	4	1	4	4
Medical	3	3	3	4
Household effects	3	3	3	0
Newspaper	1	0	1	0
General	4	1	4	0
Exchanges	3	1	3	3
Map	3	2	4	3
Service station	3	1	3	3
Nursery	3	0	3	3
Package store	3	3	3	3
Tailor shop	3	1	3	3
Uniform shop	3	1	0	3
Barber shop	3	3	3	3
Cobbler shop	3	1	3	3
Laundry and cleaners	3	1	3	3
Snack bars	3	1	3	3
Family assistance center	3	0	0	3
Church services	3	1	3	3
Banks	3	0	3	3
Post office	3	1	3	3



TABLE 4--Concluded

Subject	Command			
	NAS Norfolk	MINE LANT	NAS Jax	Port Hueneme
Finance office	3	3	3	3
Check cashing	3	0	0	0
ID cards	3	0	3	3
State auto inspection	3	NA	NA	NA
Education office	3	0	3	3
Notary public	3	0	0	0
Western Union	3	1	3	0
Red Cross	2	0	3	3
Navy Relief	2	0	3	3
Thrift shop	2	0	3	3
Location and Gate hours	0	3	0	0
Beauty shop	0	3	3	3
Legal	0	0	3	3
Visitors	0	0	3	0
Shore patrol	0	0	2	0
Libraries	0	0	3	3
Base phone book	0	0	4	0
Credit union	0	0	0	3
Personnel office	0	0	0	3

<sup>a</sup>Key: 0--not covered; 1--only mentioned; 2--satisfactory; 3--good; 4--excellent; 5--outstanding; NA--not applicable.

Generally, it appears that the Welcome Aboard information forwarded by these commands does a rather thorough job of presenting information about the base, but information on the command and area is less thorough, spotty, and much less uniform than the base information. Housing information, the most desired item, is generally lacking in the Welcome Aboard material reviewed in this study. Most Welcome Aboard material makes only mention of housing or the housing office. Naval Air Station Jacksonville presents some comment on the civilian housing picture, but it is only general in nature. Port Hueneme provides some excellent information on





Navy housing, but does not comment on the civilian housing market.

### Commercial Material

Commercially prepared material is included with Welcome Aboard information by NAS Norfolk and NAS Jacksonville. (See Appendix D for a sample of such commercially prepared material.) As noted in reviewing the useless/unnecessary information items, there was some negative comment about using commercial material, particularly local advertising, as a part of Welcome Aboard Information. Considering the answers of all respondents, however, it appears that those objecting to this material are very much in the minority.

In this writer's opinion, information on the local area prepared by local businesses and in particular the chamber of commerce is well worth including in Welcome Aboard Information. Such information is usually free, attractive, and professionally prepared. Including chamber of commerce information may be looked upon as boosting the local area and building better community relations. In 1958, when this writer served as Service Information Officer NAAS Chase Field, Beeville, Texas, chamber of commerce information was included in Welcome Aboard material. As a result of this action, in 1959 the base's Service Information Office was "commissioned" a "Branch Office of the Bee County Chamber of Commerce" and was duly presented with an appropriate "shingle" attesting to this honor.



### Summary

To summarize the findings of this phase of the study, the following points are considered significant:

(1) Survey comments indicate that Welcome Aboard Information is considered desirable and useful by Navy personnel.

(2) Only 48 percent of the personnel in the survey had received Welcome Aboard Information.

(3) Only 29 percent of the personnel had received the information without requesting it.

(4) Officers receive significantly more Welcome Aboard Information than enlisted men in spite of the fact that the percentage of officers and enlisted men requesting information is about the same.

(5) Twelve percent of the respondents had requested information and their requests had not been answered properly. In these cases a negative trend was noted in all phases of the questionnaire responses.

(6) Some commands sent out Welcome Aboard Information automatically and there are several methods in use for accomplishing this task.

(7) Assigning a sponsor to correspond personally with incoming personnel is a practice well received by personnel surveyed.

(8) Housing information is, by far, the most desired item of information. Thorough housing information was not included in any of the Welcome Aboard material reviewed.

(9) Of the three areas of Welcome Aboard Information (base, command, and area information), the base information is generally well





covered in the material studied, while command and area information is generally lacking in thoroughness.

(10) Commercially prepared material of nonmilitary origin is used in connection with some Welcome Aboard Information. This information elicited some negative comments in the survey, but favorable comments were in the majority. Use of this information can be an aid to community relations.

As indicated by the above points, there is room for improvement of the administrative handling of Welcome Aboard Information and for improvement of the content now included in Welcome Aboard Information. Recommendations on Welcome Aboard Information are presented in the final chapter of this thesis.



## CHAPTER III

### THE NAVY MOVE

The Navy Move as used in this thesis refers to the physical movement of the Navy families' personal property. Included in the move are the operations of planning, packing, moving, unpacking, and settling damage claims. In the Navy, the Supply Department is in charge of all moving functions. Upon receipt of orders, the individual contacts the Supply Department's Household Effects Section. That section takes the necessary information from the individual, contacts a commercial moving contractor, and schedules the move. When the individual arrives at his new duty station and obtains housing, he contacts the Supply Department and with their assistance arranges for delivery of his goods to his new home. Any damage claims resulting from the move are also filed through the Household Effects Section of the Navy Supply Department.

When the writer began work on this thesis, the Navy Move was included as one aspect of Welcome Aboard Internal Relations because it appeared that some of the problems that arise during moves might be due to poor communications. The public affairs officer, as a staff assistant to the commanding officer, might be called upon to assist in promoting more effective lines of communication in problem areas.





### Problem Areas

An attempt was made, by use of questionnaire items, to identify problem areas which might require action by a public affairs officer. There are, to be sure, many problem areas involved in moves. After analysis of these problems, the writer is of the opinion that the problems are Supply Department problems that can be, and are, handled successfully without the assistance of the public affairs officer.

Questions 16 and 17 on the Survey Questionnaire dealt with the Navy Move. Question 16 asked, "During your last two moves, what practices have contributed to the smoothness of the move?" Question 17 asked, "What specific practices, or lack of practices, presented problems during your last two moves?"

### Smooth Moves

Ninety-one comments were received concerning practices that contributed to the smoothness of the move. Twenty-eight of these comments were to the effect that moving schedules had been made and maintained. Twenty-four reflected favorably on the service received from the moving contractor. The practice of the moving contractor making a pre-move visit for planning purposes accounted for ten additional favorable comments. Fast claim settlement and damage repair accounted for eight favorable comments.

In the area of information, four respondents made specific favorable comments about being properly informed of the moving services that were available to them. One of the four comments cited the publication,



"It's Your Move," which is attached as Appendix E to this thesis. This publication serves as a primary vehicle for getting basic moving information to Navy personnel. Individual person-to-person contact provides any additional information that is required. The person-to-person contact is between the individual who is moving and the personnel of the Household Effects Section.

### Interviews

Over the past year the writer has had numerous interviews with Mr. M. R. Hyman of the Boston Household Effects Section. It is apparent from these interviews, and from observation of the Household Effects Section personnel during their dealings with Navy personnel, that a definite effort is made to establish and maintain pleasant working relationships with Navy personnel.

### Problems

Of the 73 practices that "presented problems" during moves, 52 of the comments involved the commercial mover. Solving of these 52 problems, such as late arrival of goods, etc., appears to the writer to be a Supply Corps function not involving internal relations. Six of the 73 practices did involve a lack of information. If a public affairs officer were in a command where this complaint were common, it is conceivable that he would be called upon to assist in solving the problem. In this case, however, the six complaints caused by a lack of information were scattered through the survey sample.





### Summary

The survey results indicate that the Navy Move aspect of the Navy's Welcome Aboard Program involves few problems, if any, which would come within the scope of a Navy public affairs officer. The Navy Move is not without problems, but it appears that the more common problems are of an operational nature.



## CHAPTER IV

### WELCOME ABOARD PRACTICES AT THE NEW DUTY STATION

Of the four phases of Welcome Aboard, the Welcome Aboard Practices at the new duty station elicited the most curt and poignant responses on the questionnaires. The chief petty officer who wrote, "Lack of assistance in checking in, in becoming settled, indefinite where I would work, poor organization, and dirtiest headquarters I've ever seen"; and the lieutenant commander who wrote, "Getting duty the first night aboard," communicate their negative first impressions rather clearly.

Two items on the questionnaire were devoted to Welcome Aboard Practices at the new duty station. Item 11 asked, "When you first reported aboard these new duty stations, which specific practices favorably impressed you?" Item 12 asked, "Which practices, or lack of practices, impressed you unfavorably during your Welcome Aboard?"

### Varied Responses

The responses to these questions were varied and thought-provoking. In this chapter a number of these responses will be quoted. Each quote will be identified by questionnaire number so that, if desired, the reader may compare the background information of the individual with his statement. Background information for each respondent is presented in Appendix B. The respondents are grouped by rank/rate and the question-





naire number is listed in the first column of this Appendix. Rank/rate abbreviations are explained in Appendix C.

Of the 130 questionnaires, 22 respondents (17 percent) did not respond to items 11 and 12. That is, they either left the items blank or noted "none, nothing, or no comment." Fifty (38 percent) of the respondents listed both favorable and unfavorable Welcome Aboard Practices. Thirty-nine respondents (30 percent) listed only favorable practices, and 19 (15 percent) listed only unfavorable practices. Dividing the sample into officer and enlisted respondents, the answers were as follows: both favorable and unfavorable--officers 27 (46 percent), enlisted 23 (32 percent); favorable only--officers 19 (32 percent), enlisted 20 (28 percent); unfavorable only--officers 4 (7 percent); enlisted 15 (21 percent); no response--officers 9 (15 percent), enlisted 13 (18 percent).

#### Negative Response

The most conspicuous difference in the officer/enlisted comparison is in the percentage of respondents who commented only negatively (21 percent of the enlisted respondents vs. 7 percent of the officer respondents). The current study did not go further into identifying the reasons for this difference, but among the possible reasons for this difference could be: (1) officer personnel were less inclined to put their unfavorable comments in writing, (2) enlisted personnel are more demanding--that is, they expect more in the way of Welcome Aboard Practices, and (3) officers have generally received better treatment when reporting aboard.



Reason (1), of course, can be challenged immediately by noting that the percentages of officers and enlisted men who failed to respond to item 12 (officers 47 percent, enlisted 46 percent) are very close. Reason (2) is also classified as "doubtful" by this writer. The favorable and unfavorable practices listed by the officer and enlisted respondents are very similar. Of the 120 favorable mentions, 60 were made by each group. Of the unfavorable practices, 43 (57 percent) were made by enlisted respondents and 32 (43 percent) by officers. None of the unfavorable comments, either officer or enlisted, were considered unreasonable by the writer.

#### Possible Reason

Reason (3) has in its favor the figures presented in Chapter II showing that officers did receive a much higher percentage of Welcome Aboard Information than did enlisted men. In this writer's opinion this favoritism most probably extends into Welcome Aboard Practices and accounts, at least partly, for the difference in unfavorable comments.

#### Sponsor

Turning to a closer examination of the favorable and unfavorable Welcome Aboard Practices, the practice of assigning a sponsor for incoming personnel received the greatest amount of praise. Twenty-six of the 120 favorable mentions involved the sponsor. As noted in Chapter II, one of the commands administering the questionnaires, Commander Service Force Pacific Fleet (COMSERVPAC) in Honolulu, uses the sponsor as the





main practice for welcoming incoming personnel. A GMC (E-23) on the SERVPAC staff wrote in answer to item 11,

Having a representative from the new department or division meeting you on arrival and helping get squared away on the first night in a strange town. This happened only once, but it was very good to have someone there who took care of the little things on arrival.

A DK1 (E-21) on the same staff commented, "Having the sponsor meet you at the airport and providing transportation and reservations at the hotel." A PN2 (E-46) who had encountered the sponsor practice noted,

Sponsorship of the command. I believe there should be a sponsor assigned to every married man reporting to a new duty station--to help him find housing, to help him in checking in, and to get him familiar with the new station.

Officers also reflected strong appreciation for the sponsor system. Questionnaire O-43 from a LT reads,

At one station I was assigned a sponsor--the officer I was relieving--who contacted me prior to transfer and was most helpful. After 18 years service, and some 12 changes of station/homeport, assigning a sponsor in advance has always created a highly favorable first impression, unfortunately this is not a common practice.

A CDR (O-42) was favorably impressed when he and his family were met at the plane by a squadron officer and his wife, who helped with transportation, housing, and locating a reliable baby sitter. The lone chief warrant officer (O-40) in the survey listed the sponsor system as a favorable Welcome Aboard Practice. In his 25 years of service, he had come in contact with the practice at Sangley Point, RPI. A LT (O-4) writes, "In Naples, Italy the policy was to assign one person as a sponsor. This arrangement proved to be very satisfactory. The wives were included in the Welcome Aboard procedure."



### Favorable Reflection

The above statements, in this writer's opinion, reflect very favorably on the sponsor Welcome Aboard Practice. While it again appears that this favorable treatment was accorded more to officers (20 mentions) than to enlisted men (six mentions), the practice was praised by an impressive cross section of the sample, and there was only praise for this practice. Two officers commented unfavorably on stations because the commands lacked a sponsor program.

It is noted that most of the respondents who had come in contact with the sponsor practice had done so on an overseas transfer. It is apparent that the sponsor practice, as well as the whole Welcome Aboard Program, takes on greater importance when a Navy man and his family leave the continental United States for less familiar surroundings. In these cases, the travel schedule is more predictable and it is easier for a sponsor to schedule a Welcome Aboard meeting at plane or ship as well as hotel reservations.

### Not Limited to Overseas

Be this as it may, the sponsor practice should not, in this writer's opinion, be limited to overseas commands. It has many highly desirable features. First of all, it can be used effectively in any size command, and there is no requirement for additional personnel. Where arrival times are indefinite in the United States, it would be simple for incoming personnel to be provided with a telephone number to







call one day in advance of their expected arrival time. The sponsor could then properly carry out his assignment.

The sponsor practice has value in contributing to the general morale of the command. Assuming that there is some truth in Festinger's theory of cognitive-dissonance,<sup>1</sup> the sponsor assigned to provide information and assistance will most likely experience some reinforcement of his favorable beliefs in regard to the command. That is, in "selling" the command to incoming personnel, he will very likely "sell" himself to a greater extent. By planning the program so that each individual has an opportunity to serve as a sponsor, it is likely that the sponsor practice would contribute to better over-all command morale, particularly in developing the "team spirit." Each individual would have had a part in the program and, indeed, be a part of the "Welcome Aboard team."

#### Newport Program

At least one station in the United States is using the sponsor practice. The U.S. Naval Station Newport, Rhode Island produced an instruction implementing the program in April, 1966. A copy of the instruction is included as Appendix F to this thesis.

The Newport program provides for sponsors for enlisted men pay-grade E-4 and above. The methods of selecting sponsors, the time table for taking action, and the initial letter from the sponsor to the incoming personnel are well presented in the Newport Instruction. The "Family

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<sup>1</sup>Leon Festinger, "Cognitive Dissonance," Scientific American, CCVII, No. 4 (October, 1962), 93-102.



Services Center" at Newport is mentioned in the instruction as "being available to the sponsor for assistance and information of interest" to incoming personnel. Family Service and Dependents Information Centers will be discussed in more detail in the final chapter of this thesis.

### Check-in Assistance

Another Welcome Aboard practice that drew considerable comment from the respondents was the practice of providing assistance during the "check-in" period. Check-in assistance and cooperative attitudes of check-in clerks received 17 favorable mentions (11 enlisted, 6 officer). Lack of such assistance and poor attitudes on the part of check-in clerks drew 14 unfavorable mentions (10 enlisted, 4 officer).

A person beginning research on a problem usually does so with certain preconceived ideas as to what his research will "discover." Often in the process of this study items have been found which have been surprising to the researcher. In the present case, the writer did not expect to find check-in assistance so highly valued. He was surprised to receive comments such as the following one from a LCDR (O-31) with 13 years of service. In answer to what practice favorably impressed him, he wrote, "Assignment of a qualified enlisted man to assist in 'leading-around-by-the-hand' to the various check-in offices on the staff." Chief petty officers and first class petty officers (E-62, E-57 for example) made comments similar to the following made by JOC5 (E-31), "A man was assigned to take me to the various check-in points, rather than having to wander around asking where each place was." Lack of assistance







drew the negative comment quoted in the first paragraph of this chapter. That comment was from a YNC (E-32).

#### Check-in Map

Where workload does not permit providing a check-in guide, a command should consider a "check-in map." A PHC (E-36) listed as a favorable practice, "Map of the compound showing all the check-in offices on the check-in sheet."

Still commenting in regard to check-in, three favorable comments were made on "quick, efficient check-in procedures," and nine negative comments were made on commands that had poor check-in procedures. Some of those comments follow.

#### Favorable

YN3 (E-66), "The speed with which I was able to check in (it took an hour and a half)."

PN1 (E-44), "Orderly manner of checking in procedures."

PHC (E-39), "Completion of check-in within four hours."

#### Unfavorable

JO1 (E-52), "The check-in form. The number of places one has to find and it is sometimes needless. It is also irritating to find no one there or the person just initials the form. Example--library, gym, chaplain, etc."

PN3 (E-8), "At previous duty station, (squadron name) at NAS



Norfolk, the checking-in procedures were terrible--a huge complex of buildings to find on your own. Like finding a needle in a haystack!"

EMC (E-1), "Length of check-in sheet. The requirement of checking in at each office appears to be useless."

CDR (O-53), "Uninformed and uninterested attitude of personnel checking people in--unnecessary check-in offices."

LT (O-37), "Check-in process too long and lengthy. This is true of everywhere I have been in the Navy."

#### Interviews

Interviews by the commanding officer, executive officer, or department head were mentioned favorably eight times (enlisted 5, officer 3), and the lack of such interviews drew five negative mentions (enlisted 1, officer 4). The following are comments on interviews.

#### Favorable

PNC (E-39), "Immediate introduction to the new commanding officer."

EMC (E-1),

Aboard ship--Interview with the commanding officer and executive officer. This practice is common aboard small crafts (DD, DE, etc.), and particularly for men in my rate (hospital corpsman). This is a good basis for future relations and I have found it to be very helpful.

Shore stations--Interview with the department head. This is also common practice at most stations I have been assigned to. I would recommend this as SOP<sup>1</sup> for all ships and stations.

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<sup>1</sup>Standard Operating Procedure.





CAPT. (O-51), "Personal introductions and attention by seniors."

LTJG (O-30), "Seeing the admin officer and talking over problems of housing, etc."

#### Unfavorable

PNC (E-45), "Not meeting CO or XO."

LCDR (O-32), "Lack of welcome by officer representative on the day of reporting. The personnel officer should greet all reportees."

#### Attitude of Personnel

In the same area as Welcome Aboard interviews were introductions to personnel and the general attitude of station personnel. Following are some of the comments on these items and the lack of Welcome Aboard Practices in general. In presenting these comments, the writer realizes that some of these favorable practices mentioned cannot be formally included as part of the command program. Some of the actions that favorably impressed the respondents represent an individual effort that can only be identified, encouraged, and commended by the command.

LTJG (O-59), "I was warmly welcomed in the office I reported to and invited to dinner. This individual attention was very much appreciated."

CDR (O-58), who had been on exchange duty with the Air Force (Maxwell AFB) prior to his current duty, "USAF practices a most progressive welcome in both informative and personal information. In contrast, the Navy practices give very little personal attention to individuals."



ENS. (C-56), Favorable--"Friendly welcome and help extended me when asked for." Unfavorable--"None except if you don't ask, you'll never know (admin procedures for instance)."

#### All Questions Answered

LT (O-55), "The willingness of my new boss to ensure that all questions were answered, all necessary accommodations were made, that I met all people with any connection to my job."

LT (O-49), "A delegation or single officer to meet and assist with transportation, etc., which is always an immediate problem. When going from area to area, the arrangement for temporary quarters (motel, etc.) until you are ready to settle in."

YMC (E-15), "In (city), none, because there is no 'Welcome Wheel' or any other Welcome Committee, but in Norfolk, the Welcome Committee is outstanding."

#### Unfavorable

PH3 (E-64), "Finding the person for linen issue (watching TV) and waiting for another person to hang up the phone (having a bull session with a friend on the phone) while I was trying to check-in."

FN1 (E-24), "Lack of warmth. They seem to say, 'you are here, now turn to.'"

QMC (E-2), "Indifferent attitude of civilians and TARS<sup>1</sup> that

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<sup>1</sup>Personnel designated for "Training and Administration of Reserves."





work in the Navy building."

LT (O-23), "People are a little slow to welcome newcomers as one of the crowd. Because this happened to me, I now try to have new arrivals over for drinks or a meal as soon as possible after they arrive."

LTJG (O-16), "Lack of affecting liaison in some form between my wife and other wives on the staff."

LTJG (O-29), "Lack of warmth--the 'Ah! Another body for the watch bill' attitude."

ENS (O-28), "No real effort made to help me get oriented--a few assistances, but not thorough enough."

LCDR (O-44),

I have not been particularly impressed with any Welcome Aboard Practices. Most stations I have been aboard are cold as far as hospitality is concerned. The practice of letting the family come aboard without so much as a 'glad to have you aboard,' 'go to Hell,' or nothing. The complete lack of any sincere Welcome Aboard Practices.

LT (O-41), "I was negatively impressed by the lack of Welcome Aboard compared with my previous duty station."

J01 (E-70), "Was never introduced to anyone in adjoining offices, which we work very closely with. In general it was 'cold shoulder' from the moment of reporting until making own friends. No help housingwise."

J0SN (E-51), "The over-all unfriendliness of the sailors--one must learn to grow into their circle, you are not accepted until you do."

J01 (E-6), "No welcome has ever been really extended at any duty station I have ever reported to. Normally, it takes a while to get around on your own before you really know anyone or anything about your duty station."



Noting that the last three comments were all written by JO's (journalists), the writer wonders if this problem of adjustment is more apparent to JO's or just more prevalent in the JO rate. JO's, it would seem, should get the benefit of as many of the Welcome Aboard Practices, if not more, than any enlisted man reporting to a command. They work in the information offices of the commands and should be active in carrying out the command's Welcome Aboard Practices. There are, however, only about 610-615<sup>1</sup> JO's in the Navy at this time and rarely more than one or two in any command except major commands. The relatively large number of returns from JO's (ten) in this survey can be attributed to the fact that public affairs officers of the various commands administered the questionnaires.

#### Time to Get Settled

Command practices of providing some time off for getting settled drew praise (enlisted 5, officer 4) and lack of it, such as "duty the first night," drew negative comments (enlisted 5, officer 1). Representative comments on these subjects were:

CDR (O-42), Favorable--"Not expected to start duties until family settled (within reason)."

YN1 (E-4), Unfavorable--"Given first weekend duty."

DK1 (E-21), "Not enough time off to look for permanent housing, in fact, none at all. . . ."

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<sup>1</sup>Figures obtained from CAPT R. S. Jones, plans division, Office of Naval Information, during November 1965 interview.





### Extreme Case

The following case, fortunately, is not representative, but it is an extreme case of not giving a man a chance to get his family settled at the new station. Questionnaire E-36, completed by a chief photographers-mate, reads, "I was assigned to make a trip in a TAD (temporary additional duty) status for three months before I could buy a house and move my family in. I departed the area five days after reporting for duty."

### Middle-of-the-Road

In dealing with a man and his new job, there appears to be a strong case for "middle-of-the-road" treatment. As reflected in the above comments, men are unfavorably impressed when they are put on immediate full-time or overtime duty as soon as they arrive. This does not mean, however, that a command can make a good impression on a man by giving him time off and being slow to put him to work. Having no specific job assigned and appearing "unneeded" create negative impressions, too. Three enlisted men and one officer commented unfavorably when they did not have a job waiting for them. Five enlisted men and two officers commented favorably when the plans and preparations for their jobs were found to be complete. The following quotes are from these respondents.

### No Job

YN1 (E-68), Unfavorable--"Lack of available job."

PN2 (E-42), Unfavorable--"Was aboard one station for a month before they assigned me to an office."



YNC (E-32), Unfavorable--"Lack of assistance in checking in, in becoming settled, indefinite where I would work, poor organization, and dirtiest headquarters I've ever seen." (This comment was also quoted at the beginning of this chapter.)

LT (O-33), Unfavorable--"Being generally ignored in terms of no decision on billet made." Favorable--"Being expected and planned for." The respondent in this case prefixed the above comments with "poor move" and "good move," respectively.

#### Office Prepared

CDR (O-15), Favorable--"Meeting me on arrival, BOQ/guest house reservations made, food stocked in temporary quarters, office space prepared, and turnover file ready."

AE1 (E-67), Favorable--"The way my job was set up for me when they found I was coming."

#### Quarters Assistance

Assistance in obtaining temporary quarters and making reservations for temporary quarters received nine favorable mentions (enlisted 5, officers 4). Comments on these have already been quoted in connection with other practices, i.e., O-15 above. Housing assistance, or lack of housing assistance, also received comment, but this information will be discussed in the chapter devoted to Housing Assistance Practices.

Insufficient funds can and do result in major problems for the transit family. Procedures which provide immediate pay and quick settle-





ment of travel claims of incoming personnel appear to be greatly valued. There were eight favorable comments on this subject (enlisted 5, officers 3). Here are two of their comments:

#### Disbursing Practices

MMC (E-47), "Fast and courteous attention in check-in, all departments concerned, especially personnel and disbursing offices.

\*Note: Disbursing office at this command rates an outstanding in paying back pay, travel pay, etc." The command in this case is one of the three air bases in South Texas in the Naval Air Advanced Training Command.

LTJG (O-47), "Expeditious check-in and orientation procedures-- especially prompt handling of travel claims and pay up to date, which, of course, facilitates getting settled in the new area and meeting expenses of relocation of dependents."

#### Security Personnel

The point of first contact with the station, the Security Office, and gate guards also generated comments. Three were favorable and three were not (enlisted 2, officers 4). In answer to item 11, favorable impressions, PNC (E-49) wrote, "The smartness of the seaman guard ONLY." Others wrote the following:

LTJG (O-39), Favorable--"Gate guards, friendliness of personnel."

CDR (O-34), "Courtesy of security forces."

TD2 (E-27), in regard to what favorable impressions he had, wrote: "None, however, the first people you normally come in contact with are



security, to get base passes, etc. They should be more courteous when welcoming personnel aboard rather than some who act as if you are intruding. Especially among the lower rated personnel."

Two of the unfavorable comments (O-36 and O-54) concerned cumbersome procedures for obtaining car passes.

### Formal Indoctrination

Formal indoctrination practices or insufficiencies in this area were noted by 11 respondents. Six statements were favorable and five were not. Enlisted respondents accounted for ten of the comments. Programs in overseas commands that included the dependents in the orientation program received praise, as did those programs that were tailored to service experience level of the incoming personnel. The "all hands" program that is presented to all personnel regardless of their service experience was generally unpopular. Well-prepared briefings on watch duties were specifically mentioned as favorable, while poor coverage of area indoctrination was a common fault.

### Current Practices

In an effort to determine Welcome Aboard Practices that were in current use, requests were made by the writer for information on programs of several commands. Replies to these requests for information were generally disappointing. There were no replies from two commands. However, Public Affairs Officers at SERVPAC staff, Construction Battalion Center Port Hueneme, NAS Norfolk, Naval Station Long Beach, and NAS North





Island, San Diego provided information on their current Welcome Aboard Practices.

As stated earlier, Commander Service Force, Pacific depends almost entirely on the sponsor system for the entire Welcome Aboard Program. Little attention is given to the program except to see that a sponsor is appointed as soon as orders are received on an individual. This program has been in use many years at SERVPAC. This writer experienced its benefits in February 1961. From first-hand observation as well as questionnaire returns, it is apparent that the program is popular with personnel who have experienced it.

SERVPAC, located in Hawaii, has the atmosphere and reputation of the islands working in favor of an impressive sponsor program. The staff maintains a large placard with the lettering, "SERVPAC Welcomes" and a place for a name card to be attached to it. A sign is prepared for each new arrival and it is common practice for the sponsor, his family, and other members of the office to meet the ship or plane, rallying around the Welcome placard.

#### Aloha

The welcoming staff members and their families arrive at the welcoming point well equipped with traditional Hawaiian leis that are presented to the newcomers in the traditional Aloha manner. It is noted that leis are purchased by the welcoming individuals, not the command. The appreciation generated by receiving an "Aloha" welcome is undoubtedly a motivation force behind participation as a welcomer.



### Nonstandard

The welcome produced in this manner is nonstandard and varies in quality, depending on the sponsor. This is both an advantage and disadvantage. The needs are met on an individual basis, which is favorable, but items are often overlooked in this program which might easily be included if the program had more guidance and command participation.

LCDR Jack Riding, public affairs officer NAS Norfolk, provided the writer with a rather detailed letter on that base's Welcome Aboard Practices. This letter is included as Appendix G to this thesis.

### Typical Program

NAS Norfolk's program is rather typical of that in operation at larger Naval Air Stations. One day of formal indoctrination is provided for enlisted personnel. During this time, various representatives of the station's service departments (medical, dental, education and training, special services, and the chaplain) have an opportunity to introduce themselves to the new personnel. NAS Norfolk includes meetings with both the commanding officer and executive officer of the station. Usually one of these officers talks to new personnel. The program that includes personal contact between incoming personnel and both the commanding and executive officers is considered by the writer to be more favorable.

Since NAS Norfolk does not send out Welcome Aboard Information automatically, this information is provided to personnel when they report. A Fleet Home Town News Release is also prepared on each individual when he reports aboard NAS Norfolk.





NAS Norfolk's practice of sending a letter from the Department Head to the man's parents, wife, or next of kin appears desirable. However, it must be noted that a letter signed by the commanding officer, as stated in NAS NORVA Instruction 5700.1 of 8 October 1964, would probably be more greatly valued. The Norfolk Instruction is included as Appendix H to this thesis.

NAS North Island's program was not presented in as much detail as NAS Norfolk's, but the program appears to be very similar to Norfolk's. Sessions with the commanding officer and executive officer, however, were not mentioned.

#### Family Assistance Centers

The most advanced commands in regard to Welcome Aboard Practices were Naval Construction Battalion Center, Port Hueneme, California, and Naval Station, Long Beach, California. Both of these commands incorporate "Family Assistance Centers" or "Dependents' Assistance Centers" into the Welcome Aboard procedures. These centers have as one of their primary duties the function of assisting personnel and their dependents in integrating into the new area. They also provide assistance to personnel and their families at any time during the tour when assistance of a personal nature is required.

The Dependents' Assistance Centers have been in operation off and on in the Navy for some time; however, each has been organized on an individual basis. Just recently, the Navy has decided to create centers on a more standardized basis. The Personnel Service Branch of the Bureau



of Navy Personnel is currently initiating establishment of a Navy-wide program of assistance centers. The Navy-wide program and the programs at Long Beach and Port Hueneme will be discussed further in the final chapter of this thesis.

### Summary

To summarize the findings of this phase of the study, it appears that there is considerable room for improvement of the Navy's Welcome Aboard Practices. The practice of assigning sponsors is considered both desirable and practical. Numerous other practices should be considered by each individual command. Few of these practices are outside the capabilities of any size command. The most important factor in most cases appears to be command concern for the happiness and comfort of the individual and his dependents. The Navy's Dependents' Assistance Centers, which will be discussed further in the final chapter, constitute the latest Navy move to improve its Welcome Aboard Program.





## CHAPTER V

### HOUSING ASSISTANCE

This chapter discusses the Navy's practices of providing housing assistance to newly arrived personnel. As has been noted in the previous chapter dealing with Welcome Aboard Information, housing is by far the most common concern of the questionnaire respondents.

Housing information that was received by the respondents was listed most often as "the most useful information received." Of the information that had been desired but not received, housing information was, again, by far the most listed item. Thus, from the survey comments, it would appear that housing may be regarded as a primary, if not the primary, concern of the majority of newly arriving personnel.

#### Improvement Needed

Unfortunately, of the four phases of Welcome Aboard being studied, the Navy's Housing Assistance programs appear to be most in need of improvement. Of the 130 survey questionnaires, only 16.1 percent reflected favorably on Navy Housing Assistance. Another 30.8 percent were judged to be "neutral," while 53.0 percent were classified as reflecting unfavorably on Navy Housing Assistance programs.

Classifications of "favorable," "neutral," or "unfavorable" were determined by three relatively impartial civilians. The three



judges<sup>1</sup> read the replies to all three housing assistance questions; then, using a semantic differential<sup>2</sup> line (with favorable at one extreme, neutral in the middle, and unfavorable at the other extreme), scored each questionnaire individually.

The questionnaire items were:

13. During your last two tours of duty have you used government housing offices/officers for housing assistance (either for government quarters or civilian housing)?

14. If the answer to 13 was no, why not? If yes, what specific practices contributed to the quality of housing assistance received?

15. If the answer to 13 was yes, what practices or lack of practices detracted from the housing assistance received?

A Navy wife<sup>3</sup> also scored the questionnaires in the same manner. Her classifications were very similar to those assigned by the civilian judges.

After all four judges had independently classified all questionnaires, the classification lines were divided into seven segments and an attempt was made to determine intensity of feeling perceived by the judges. The following table presents the results of the combined classification of the four judges.

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<sup>1</sup>The three judges were Thomas G. Davies, a former Air Force officer who is now an executive with Liberty Mutual Life Insurance Company, his wife, and their 20-year-old daughter who is a senior journalism student at Boston University.

<sup>2</sup>Fred N. Kerlinger, Foundations of Behavioral Research (New York: Holt, Rinehart & Winston, Inc., 1964), pp. 564-580.

<sup>3</sup>Elaine Whiddon, wife of the writer.





TABLE 5

ATTITUDES OF RESPONDENTS CONCERNING HOUSING ASSISTANCE  
BASED ON FOUR JUDGES' EVALUATIONS OF RESPONSES  
FROM 130 QUESTIONNAIRES

Attitude	Officers	Enlisted	Total	Total Percent
Highly Favorable	0	3	3	2.3
Favorable	3	5	8	6.2
Moderately Favorable	2	3	5	3.8
Slightly Favorable	2	3	5	3.8
Neutral	19	21	40	30.8
Slightly Unfavorable	12	13	25	19.2
Moderately Unfavorable	9	9	18	13.8
Unfavorable	9	6	15	11.5
Highly Unfavorable	3	8	11	8.5

All unanswered items were classified as neutral, as were replies such as "No assistance desired."

Why did Navy Housing Assistance draw such a negative response? Some of the reasons are reflected in the comments of the respondents.

#### Improper Attitude

Improper attitude of Housing Assistance personnel is reflected as a problem area in the following statements:

LTJG<sup>1</sup> (O-45), "The housing officer didn't give a damn."

CAPT (O-51),

Although the housing office was utilized, the acquisition of on base housing was accomplished by my own efforts. (In answer

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<sup>1</sup>See Appendix B for background information on each respondent. See Appendix C for an explanation of rank/rate abbreviations.



to item 15) Poor civilian employees, lack of interest in the needs of individuals and poor planning information. No satisfactory organization.

LT (O-27), "General apathy toward plight of person in unfamiliar area starting out cold trying to locate suitable accommodations."

LCDR (O-17), "Personnel in the housing office were very discourteous. They acted as if they were doing you a big favor by even discussing the housing situation."

YNCS (E-55), "Housing Offices continue to be a sore subject. I have yet to meet an employee in these positions that didn't leave you with the idea that they were doing you a favor by just being there."

#### Inaccurate Information

E-9 (E-30),

In answer to my letter of inquiry for housing information, I received a letter telling me how very dim the housing picture looked (12-16 month waiting list). Actually it was a 1-2 month wait. The reason--the person answering my letter was selling real estate part time.

JO1 (E-28),

On one move I was appalled at the complete disrespect and discourteous nature of assistance personnel. In fact, it made me not even apply for government quarters and have no further dealings with the office.

CMCS (E-23), "Some housing clerks have the attitude that they personally are getting you government quarters. Some not all."

DK1 (E-19),

Nothing, either the housing office was understaffed to the point they didn't have time to be polite and furnish answers to questions, or else they were only concerned in the end of the working day and payday.





QMC (E-2),

The attitude whereby the individual asking for assistance was considered and treated merely as another statistic, instead of a human being with a family that has problems. Families with school age children have additional problems (that should be taken into consideration).

#### Favorable

On the opposite end of the comments on attitude of Housing Assistance personnel were the following:

LT (O-49), "Answering what obviously to them were rather absurd questions. Readiness of all forms, paperwork and advice."

JO1 (E-70), "They were very helpful with answering my questions. Helped look for civilian quarters when I decided that Navy housing was not to my liking. They continued until they found what I liked."

PH1 (E-37), "Housing (government) was unavailable at first in Spain. Housing personnel were very helpful in locating civilian rentals."

E-9 (E-30), "Prior duty was overseas. The housing officer was very specific and informative."

YNC (E-15),

Navy Housing assistance in Charleston is outstanding, contributed to by the outstanding work of Mrs. Cox in Housing (office) on the base. She goes out of her way to assist in obtaining a place to live, temporarily or permanent.

PNSN (E-7), "Housing Office at present duty station was ready to assist me in any way, provided such information as to where to go, described the good and bad and told of average prices I should pay."

Proper attitude may be encouraged by emphasis of command interest.



As a staff assistant to the commanding officer, the public affairs officer should recommend that housing assistance personnel be provided command guidelines on office courtesy. The comments, both favorable and unfavorable, listed above are indicative of sensitivity by new personnel regarding the manner in which they are received. The public affairs officer should also be alert to see that command recognition is focused on personnel who evoke particularly favorable comments similar to the one concerning Mrs. Cox of the Charleston Housing Office.

#### Civilian Housing

Another problem with Navy Housing Assistance appears to be that often there is no assistance in finding civilian quarters. Here are some comments on this:

ENS (O-56),

Could keep a current listing of civilian housing available by area (cut out "for rent" ads in the newspaper and group them by areas next to a map of the whole area)--would save someone a lot of gas and time.

LCDR (O-44), "The practice of not having any information in regard to civilian housing--making no effort to work in conjunction with civilians to obtain civilian housing."

LT (O-43), "One housing office had no information on civilian housing, and there was no office or bulletin board on the station to present this info to the new arrival."

LCDR (O-17), "Which specific practices contributed to housing assistance received? None. Misinformation regarding availability of





government quarters--no assistance on local civilian housing."

LT (O-4), "Stateside (\_\_\_\_\_ area) there was little or no assistance with housing. A stranger cannot judge all factors when looking for housing."

Some commands do provide assistance in finding civilian housing. Commands that did provide such assistance drew the following comments:

LT (O-4), "In Naples, Italy the Housing Office did an excellent job in placing newly arrived military personnel."

CDR (O-7), "Directed me to a reliable local real estate agent."

LT (O-9), "Up-to-date listings of civilian housing available for renting and buying and listings of reputable real estate firms."

LT (O-23), "Showing of particularly nice areas."

LCDR (O-32), "Daily updating of listings."

LTJG (O-59), "During my last tour I was assisted by the Pentagon with a list of housing convenient to work and in the price range I could afford."

The amount and quality of assistance provided in locating civilian housing will, no doubt, be dependent to some extent on the number of personnel that a command will employ in the function of providing housing assistance. However, all commands should be able to at least recommend a reputable real estate agent to incoming personnel. The suggestion of ENS (O-56) that classified sections of newspapers be clipped and posted would also appear to be within the manpower resources of most commands.



## Government Housing

Some of the questionnaire replies were directed solely at Government housing. Most of these statements were of a negative nature. The lone favorable comment in this area was made by a CDR (O-15), who wrote, "Guest house ready and accurate prediction on permanent quarters." Unfavorable comments included the following:

LT (O-49), "Long waits for assistance and housing. Neither of which can be helped some of the time."

CDR (O-42),

Double standard in cleanliness, etc. in Government quarters. Charge is made if house and equipment not in tip top shape. Cleaning done by Government not up to standard expected of occupant. Tendency on part of housing personnel to use threats, etc.

CDR (O-15), "Last tour--no temporary quarters, very vague predictions on housing."

LT (O-14), "For government quarters persons are required to take first house offered, which is not always satisfactory."

YNC (E-32),

Poor management of waiting lists and even changing of eligibility regulations thereby bumping some people--(some lists are by rank, some by time in theater, time in immediate area, etc.).

DK1 (E-21),

I did not care for the type of assistance received. I was forced into inadequate housing, or lose my TLA (temporary living allowance). Also, I had not received my household effects.

PN1 (E-24), "You did not get any follow-up information from housing office after initial check-in."





### Topic for Additional Thesis

It appears from these statements that the subject of Government quarters might in itself make a good thesis topic. The above comments, combined with first-hand experience and observations, make the writer wonder if Government quarters do not hinder, rather than aid, the Navy's internal relations. In areas where Government quarters are sought after, a primary reason may be that comparable civilian quarters are not available at a price equal to the individual's housing allowance. In areas where civilian housing is competitively priced with Government quarters, personnel are sometimes forced to use Government quarters in order that the Government quarters do not remain vacant. When personnel are occupying Government quarters, the landlord-tenant relationship tends to project negatively into the personnel/Navy relationship.

If the above points could be substantiated, it would seem that the Government, and the Navy in particular, would do well to get out of the housing business as a landlord and promote private investment in housing for military personnel instead.

### Varied Assistance

The current Housing Assistance Practices in the Navy, as indicated by the survey respondents, vary considerably from command to command. In connection with this aspect of the thesis study, the writer visited one Navy Housing Office and wrote to several others.



### Boston Office

On May 2, 1966, the writer interviewed Miss Gertrude Guyant, a WAVE Communications Technician First Class, who operates the Housing Office of the Boston Naval Base. Miss Guyant, who has had the job of single-handedly running the Housing Office since August 1965, has been in the Navy 16 years. She is a native of the Boston area and knows the area well. She is also very interested in her work and, without much guidance or assistance, is apparently providing quality service. Unfortunately, the quantity is small.

### Six to Ten Per Week

Miss Guyant receives from six to ten housing inquiries per week. She estimates that she succeeds in finding housing for approximately 75 percent of these people.

Her office is responsible only for civilian listings. Government quarters are handled by the Navy Housing Office in Quincy. Miss Guyant, however, has taken it upon herself to keep informed and up-to-date on the Government housing situation. Thus she is able to give persons assistance in civilian housing and some information on which to base a decision to seek Government or civilian quarters.

### Listings

The listings maintained by Miss Guyant have been developed since she took over the office. For her listings, she depends upon a few selected realtors, a few landlords, and the Cambridge Chronicle newspaper.





Upon seeking assistance, personnel are requested to complete a "Housing Request--First Naval District" form. These forms, which provide background information on the individual family as well as the family's housing requirements, are mailed to those persons seeking information in advance of a move. From the information provided, Miss Guyant works individually on the needs specified. She seems to treat each case as if it were her own.

If the individual seeking housing does not have transportation or, as Miss Guyant says, "is the type who would get lost in Boston looking for housing," she arranges for transportation for the person. Often she goes with them as a guide.

When the person's finances have been tight, Miss Guyant has been known to arrange with Navy Relief for an immediate loan. A review of the well-worn but poorly organized correspondence file quickly reflects a close working relationship and mutual affection between Miss Guyant and those families who have sought and received housing assistance.

#### Listings Inspected

When possible, Miss Guyant inspects rental and sale property listings so that she may make a personal recommendation to the party seeking a house. Most of the rental housing sought, according to Miss Guyant, is in the range of \$105, a common housing allowance figure. In Boston, rentals are among the highest in the nation and suitable rentals for \$105 are difficult to find. As stated before, Miss Guyant has been able to place an estimated 75 percent of those seeking assistance from



her office.

In Boston it is a practice for real estate agents to charge 5 percent of the annual rental for placing a family in suitable housing. This fee is eliminated in those cases where Miss Guyant is able to place the families directly.

#### Lack of Personnel

The most serious deficiency of this housing office is its lack of additional personnel. Files and paper work are in poor condition, and correspondence is not up to date. It is impossible for one person to run a shipshape office and provide quality assistance such as Miss Guyant is attempting to do. It must be noted that Miss Guyant takes work home consistently and also provides housing information to those who call her apartment after working hours.

#### Requirements

Miss Guyant believes that the principal needs of the Housing Office are: (1) a knowledge of the area, (2) a real interest in aiding Navy personnel with their housing problems, and (3) adequate clerical assistance to maintain up-to-date listings, answer telephone inquiries, keep records, and answer correspondence. Miss Guyant herself is strong on the first two items and appears to put both of these strengths to full use. She does not have clerical assistance and is too busy providing service to worry about the office paper work.

In summary, the Boston Housing Office is a one-woman operation





that is surely doing all that could reasonably be expected. Additional personnel and command attention are needed. The personnel are needed so the office can handle more business, and command attention is needed to see that personnel are aware of the housing assistance service. It is apparent that the majority of Boston personnel completing the questionnaires were not aware of and did not receive the assistance available from Miss Guyant's office.

#### CB Center, Port Hueneme

Of the commands which replied to inquiries concerning Housing Assistance, the Dependents' Assistance Office of the U.S. Naval Construction Battalion Center, Port Hueneme, California appeared to be most successful. Mrs. Ollie B. Turner, director of the center since its beginning in August 1960, wrote, "I can truthfully say we have successfully accommodated all the military families comfortably with the exception of possibly two or three cases since our office has been established."<sup>1</sup> Mrs. Turner's detailed letter on the operations of the center, including housing assistance, is included as Appendix I to this thesis.

#### Vague Information from Other Offices

Replies from other commands were not specific and, in many cases, were vague regarding housing assistance available. Letters to the Housing Offices of these commands were specific. Housing officers were asked

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<sup>1</sup>Letter from Mrs. Ollie B. Turner, Director, Dependents' Assistance Office, U.S. Naval Construction Battalion Center, Port Hueneme, California, May 20, 1966.



to furnish the following information: price of housing, whether or not housing was inspected prior to being listed, whether school and neighborhood information was provided, what information was mailed out, how listings were obtained, how large a listing selection was generally available, and what percentage of personnel the office was able to place successfully in housing.

In the opinion of the writer, if a LCDR gets only vague answers to specific questions on housing, the chances of an enlisted man's receiving useful answers to mail inquiries for housing assistance are nil. It is possible, of course, that all housing offices could be as short of personnel as the Boston Office. If this were the case, correspondence probably would not be answered at all. However, judging from the survey responses, it is probable that answers were vague because operations of housing offices are ill-defined.

#### Summary

To conclude this chapter on Housing Assistance, several points appear to have primary importance. The first is that the problem of housing is, from all indications, a major concern of Navy personnel during the Welcome Aboard phase of Navy life. Since it appears to be a major concern, it is logically a focal point for internal relations practices. Public affairs officers, as staff assistants to commanding officers, should make every effort to see that command interest is evident to those working in the housing offices. The housing office should reflect this command interest. Public affairs officers can actively assist





in the communications flow that is necessary for successful operation of Housing Assistance Offices. Communications must first be established between the Housing Offices and the sources of housing. Communications must then be established and maintained between the Housing Office and incoming personnel.

At present, it appears that the Housing Assistance aspect of Welcome Aboard is in dire need of improvement. There are, however, some bright spots, such as the Dependents' Assistance Office, U.S. Naval Construction Battalion Center, Port Hueneme, California, described above.



## CHAPTER VI

### CONCLUSIONS AND RECOMMENDATIONS

The four aspects of the Navy's Welcome Aboard Program have been studied and discussed. Three of the aspects, Welcome Aboard Information, Welcome Aboard Practices at the New Duty Station, and Housing Assistance, have been discussed in depth. The fourth aspect, the Navy Move, was investigated and discussed briefly. It appeared that the problems of the Navy Move were generally of an operational nature not involving internal relations.

#### Contention

The chief contention of the writer at the beginning of this study was that Welcome Aboard Practices of the Navy were in need of improvement and should be made a required part of the Navy's Public Information Program. This contention has been reinforced by the findings of this thesis study.

To the writer's knowledge, this study is the only one dealing specifically with the Welcome Aboard phase of the Navy's Internal Relations. There have been and are, however, numerous studies of Navy personnel practices. Most of these studies have been concerned with the Navy's manpower retention problems.





The most far-reaching study in this area has been the study of the Secretary of the Navy Paul H. Nitze's Policy Board and Task Force on Personnel Retention. This Board was established in December 1964 for the specific purpose of examining the retention problem.

Like every other large organization that is readjusting its operations to meet the demands of the technological era, the Navy has found itself faced with certain "human" problems. Foremost is the competition with civilian industry for the services of high caliber technicians.

Certain career advantages the Navy once held exclusively over competing industries have diminished, as industry closed the gap. Secretary Nitze recognized the need to take a new look at many existing policies in the Navy and decide which needed to be revised.<sup>1</sup>

Two of the Board's recommendations are of particular significance in regard to the subject of this thesis. The Task Force believed that an improvement in the Navy's efforts in the field of public relations, both internal and external, would enable the Navy more completely to accomplish its objectives.

The Task Force felt that there should be in CHINFO<sup>2</sup> an office augmenting the flow of information to naval dependents and thus contributing to making dependents and families feel they are really members of the Navy team. Establishment of such a section could provide support and guidance for Navy wives who desire to or now are actively promoting, on a voluntary basis, ways and means of developing strong communications channels with all members of the Navyman's family.<sup>3</sup>

Out of the Board's beliefs came the following recommendation:

Reestablish a Dependents' Section in CHINFO with responsibility for emphasizing information flow to Navy wives and families. Utilize

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<sup>1</sup>"SECNAV Task Force Report," All Hands, May 1966, p. 38.

<sup>2</sup>Abbreviation for Office of the Chief of Naval Information.

<sup>3</sup>"SECNAV Task Force Report," op. cit., p. 40.



volunteer services of Navy wives, including the recently formed "Wifeline" organization.<sup>1</sup>

The other recommendation affecting Welcome Aboard Practices resulted because the Task Force believed the welfare of Navy personnel and their dependents was an important factor in over-all morale of the Navy. The state of family morale in turn influences re-enlistment decisions. It follows that every effort to insure that benefits and services are made readily available to the Navy family will be a boost to the retention program.

The Task Force noted:

Practices and procedures for caring for personnel vary from command to command, and most larger commands provide many services through regularly established offices. However, in many cases these facilities are not centrally located and procedures are not established for adequate coordination of effort.<sup>2</sup>

It will be noted that this study agrees with the contention that practices and procedures of caring for personnel, particularly during the Welcome Aboard phase, vary. No "standard" program was found to exist in Welcome Aboard Information, Welcome Aboard Practices, or Housing Assistance.

As a result of their study, the Task Force recommended the establishment of family service centers at Navy shore stations, with major emphasis on areas of Fleet concentration. These centers would be "to assist new arrivals or persons with special problems in obtaining the personnel services that they require."<sup>3</sup>

Recently, because of the Task Force recommendations, a Dependents

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<sup>1</sup>Ibid.

<sup>2</sup>Ibid., p. 41.

<sup>3</sup>Ibid.







Section has been established in the Office of the Chief of Naval Information, and a Family Services Section in the Bureau of Naval Personnel. On May 26 and 27, 1966, this writer visited both of these offices.

#### Dependents Information

The Dependents Information Section head is CDR Lettice S. Mitchell, a WAVE Reserve officer called on active duty to organize this section. CDR Mitchell, who is a Boston University public relations graduate, is interested in the Welcome Aboard Information aspect of internal relations. Although her office is still being organized, she was interested in the findings of this study in regard to Welcome Aboard Information.

CDR Mitchell's office and the Family Services Section in the Bureau of Naval Personnel will both be interested in Welcome Aboard Information. Because of this, CDR Mitchell and the writer had a joint conference on May 27, 1966 with the present officer in charge of Family Services, LT S. D. Bradish.

#### Family Services

LT Bradish's section will be involved in Welcome Aboard Information, Welcome Aboard Practices, and, possibly, Housing Assistance. Housing Assistance, as far as the writer was able to determine, currently has no guidance from the Washington level. It has been noted during the study, however, that some of the existing Family Service Centers are already in the business of Housing Assistance. Inasmuch as the Navy-wide



program of Family Service Centers is just getting started, it is conceivable that the Family Services Section of the Bureau of Naval Personnel will eventually also find itself in the Housing Assistance business.

Both offices, the Information Office and the Family Services Office, are just getting organized at present, and both will be getting new officers-in-charge by August 1966. CDR Mitchell is only on active duty until that time, and LT Bradish already has another full-time job in the Personnel Services Branch of the Bureau of Naval Personnel.

#### Interest in Internal Relations

With these offices at the Washington level it is apparent that top management in the Navy is indicating some interest in internal relations. How active these offices will be and exactly what routes they will travel are not yet defined.

This thesis study has made a number of findings in regard to Welcome Aboard Practices which at present are operating without the benefit of high level, standardized guidelines. First, in studying the Welcome Aboard Information aspect, it was noted that Welcome Aboard Information is not routinely forwarded to incoming personnel. In fact, it was noted that 12 percent of the personnel in the survey had requested information without success.

#### Welcome Aboard Information

It was also found in studying Welcome Aboard Information that officers automatically received Welcome Aboard Information more often





than did enlisted personnel. Naval Air Station Jacksonville, Florida is one of the stations which follow this line on purpose. The following is a quote from a letter written by LCDR R. S. Purvis, public affairs officer NAS Jacksonville:

As stated in our previous letter, information is automatically forwarded to officers by the Administration Office. It is not sent to enlisted personnel because of the large number and the constant turn-over. Also, it would not be feasible because of the time element involved and lack of personnel to handle it, and because of the expense in printing the material. However, all information is available to enlisted when they report and upon their request.<sup>1</sup>

The writer disagrees with this position. It will be noted in Chapter II that NAS Jacksonville did have one of the better packets of Welcome Aboard Information. Included in this packet was a Boone publication<sup>2</sup> which is furnished at no cost to the command.

#### Boone Publications

A number of the commands studied used a Boone publication, so the writer wrote to Boone Publications for information concerning their publications. The first letter elicited no reply. A second letter was written which indicated copies were being sent to the Office of the Chief of Naval Information and the Bureau of Naval Personnel. The second letter was answered and is included as Appendix I to this thesis. The letter and enclosure, "Schedule of Publications," were most interesting to

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<sup>1</sup>Letter from LCDR R. S. Purvis, public affairs officer Naval Air Station Jacksonville, Florida, June 1, 1966.

<sup>2</sup>Boone Publications, Inc., Lubbock, Texas. See Appendixes D and I for additional information.



the writer since they indicated Boone had recently produced a total of 231,975 directories for Navy-Marine commands.

Since the Boone publications are obtained at no cost to the command, cost cannot be given as a reason for not automatically sending Welcome Aboard Information to all personnel. See Appendix D for a copy of a Boone "Unofficial Directory & Guide."

Navy personnel usually transfer after two years' duty in a command. If a command has only 100 personnel, this would provide an average of four to five new personnel arriving each month. The additional workload caused by mailing out this number of packets is not considered to be enough to justify omission of automatically mailing Welcome Aboard Information. Commands of 1,000 or more personnel should, in the writer's opinion, be willing to use one or more men for the purpose of forwarding Welcome Aboard Information.

A sudden transfer could prevent mailing of Welcome Aboard Information. The normal lead time of three months, however, is more than adequate.

In the Navy, as in all military organizations, rank does have its privileges. However, the position of the writer is that Welcome Aboard Information meets a need for all Navy personnel regardless of rank or rate and therefore should be treated as a necessity, not a privilege.

#### Sponsor Practice

The sponsor program discussed in Chapter IV should be involved





to some extent in Welcome Aboard Information, Welcome Aboard Practices, and Housing Assistance aspects of the Welcome Aboard Program. The Sponsor Program Instruction of U.S. Naval Station Newport, Rhode Island, Appendix F of this thesis, provides sound guidelines for the sponsor program during the Welcome Aboard Information phase. With command encouragement, the assigned sponsor can easily make the transition from the informational aspect to Welcome Aboard Practice. Welcomes such as those given to incoming Service Force Pacific personnel (discussed in Chapter IV) are based on the sponsor practice. Temporary housing in these cases can often be arranged by the sponsor, too.

#### Arrival Interview

Another Welcome Aboard Practice that is possible in all commands is an arrival interview with either the commanding officer, executive officer, or department head. The decision as to which officer conducts the interview will, of course, depend upon the size of the command, but the higher the position of the officer, the more positive the effect appears to be on the incoming individual.

Efficient check-in procedures and adequate time off to get settled are among the Welcome Aboard Practices that favorably impress personnel. The individual also likes to feel that he is expected by the command and to find that he has an assigned job upon arrival in the organization.



## Housing Assistance

In the area of Housing Assistance, it appears that the Navy needs to make much over-all improvement. The general impression obtained from the survey is that too often the attitude of housing office personnel is unfavorable for assisting incoming personnel. This is true in regard to those offices that handle only Government quarters, those that handle only civilian listings, and those few that handle both. Command interest and guidelines have created a "helpful" attitude in the household effects offices, and there is no reason to believe that the same attitude cannot be developed in housing assistance offices.

Housing information, the survey indicated, was the most commonly desired information. An active housing office, using the annual command housing survey<sup>1</sup> and current listings, should be able to provide incoming personnel with reliable, specific information relating to the individual's housing needs. To provide this information, however, knowledgeable personnel are required to operate the housing assistance office. In smaller commands such personnel may not be available. In these cases, even the smallest commands can establish liaison with reliable real estate agents. These agents may then be called upon to assist incoming personnel.

## Recommended Program

In summary, the writer makes these recommendations for what he considers to be a feasible Welcome Aboard Program:

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<sup>1</sup>Annually, all commands are required to complete questionnaires on the housing being occupied by each person assigned. These questionnaires gather information on cost and suitability of housing. This information is used for planning of government housing programs.







### Welcome Aboard Information

(1) Welcome Aboard Information should be mailed automatically to all personnel upon receipt of their orders.

(2) Welcome Aboard Information should include basic information on the local area, command, and base, and as much additional information as is available. General housing information should be included and a form should be provided so that the individual can request specific housing information to meet his needs.

(3) A sponsor should be assigned to write to the individual. The sponsor should be of the same rank/rate, if possible, so that information presented will be from a similar viewpoint. Sponsors' wives should be encouraged, through the wives' clubs, to take an active part in sponsorship.

### Welcome Aboard Practices at the New Duty Station

(1) The sponsor should arrange with the incoming individual to meet the individual upon his arrival. Where the incoming person is arriving by commercial transportation, the command should attempt to provide Government automobiles for the sponsor to use in meeting the person, taking him to the base for check-in and to temporary quarters.

(2) Check-in procedures should be expeditious and efficient. Check-in personnel should be instructed in the proper manner in which to greet a new arrival.

(3) An arrival interview should be conducted by the commanding



officer or executive officer. In larger commands this interview could be conducted by a department head. Interviews of this type need not be lengthy. A 3-to-5-minute interview consisting primarily of the personal introduction is considered adequate.

(4) The individual should be told immediately where he will work and be given a brief description of his job. He should not, however, be put to work immediately before he has had time to get his family settled. When possible, the practice (discussed in Chapter IV) of using half the day each day of the first week for indoctrination and the other half of the day for getting settled should be considered. Comments on this practice were very favorable.

(5) In the larger commands where formal indoctrination lectures are presented, consideration should be given to bringing in representatives of the civilian community to speak to incoming personnel. Representatives of the local schools should be included among the speakers, as should police and chamber of commerce officials.

#### Housing Assistance

(1) The small command should establish liaison with reliable pre-Navy real estate agents. These agents should be briefed on Welcome Aboard Problems in regard to housing and should be made to feel that they are part of the Navy team. Housing needs of incoming personnel could then be referred to these selected agents.

(2) The larger commands that can assign one or more persons to a housing office should see that these offices reflect command interest.





Personnel assigned should be interested in the Navy family and in providing quality housing assistance. The housing office personnel should have a close working relationship with commercial real estate agents. Direct lines of communication should also be established between landlords and the Navy housing offices. When possible, listings should be inspected by housing office personnel prior to being offered to Navy families. A map with up-to-date listings should be displayed in the housing office (similar to that discussed in Chapter V). Classified sections from local papers should be posted regularly alongside the area map. Information on schools, public transportation, churches, and other factors affecting housing should be available in the housing office.

#### Navy Move

In studying the Navy Move, the writer found standard guidelines to be in effect and working. Problems that were encountered appeared to be the result of undesirable practices on the part of commercial moving contractors rather than undesirable Navy practices. It was noted, however, that undesirable practices by commercial moving contractors were not reported when Navy moving inspectors were on the scene. The writer has no recommendations for improvement of the internal relations involved in the Navy Move. The communications lines and procedures appear to be well established.



### Conclusion

In conclusion, all phases of Welcome Aboard Programs appear to be dependent upon command interest. The Welcome Aboard Programs have, to this writer's knowledge, not been specifically identified prior to this study. Not having been identified, they have existed as bits and pieces in the internal relations or personnel sections of the various commands. In far too many commands they have suffered from lack of attention.

The writer hopes that the recent recommendations of the Navy's Policy Board and Task Force on Personnel Retention will provide the necessary emphasis for a standardized Navy-wide Welcome Aboard Program. In the meantime, it is good to know that there are some individual commands, such as the U.S. Naval Construction Battalion Center, Port Hueneme, California, where excellent programs are already in effect.<sup>1</sup>

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<sup>1</sup>Details of the U.S. Naval Construction Battalion Center's programs are presented in Appendix J. Included in this Appendix are two letters from Douglas Harmer of the Public Affairs Office and Mrs. Ollie B. Turner, Director, Dependents' Assistance Office.





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## APPENDIX A



Dear Sir:

This questionnaire is the preliminary step in a study of the Navy's internal relations programs as they relate to the Navy transit. The answers to this questionnaire will be used in developing multiple choice questionnaires concerning welcome aboard information (information sent to personnel who have orders to a station), moving, actual welcome aboard, and housing assistance. The present questionnaire will be sent only to a small number of individuals (about 100), but the questionnaires developed from your answers will be used to gather a sizeable sample of Navy opinion.

If, in addition to the information requested, you have any comments on these phases of the Navy's internal relations programs, please include them. This study is being made for thesis purposes (public relations, School of Public Communication, Boston University), but it is also hoped that the study will prove useful to the Navy and, ultimately, to you and me -- the personnel making that periodic transfer.

E. C. Whiddon, Jr.  
LCDR USN  
Post Graduate Student  
Boston University

TERMS USED ON QUESTIONNAIRE:

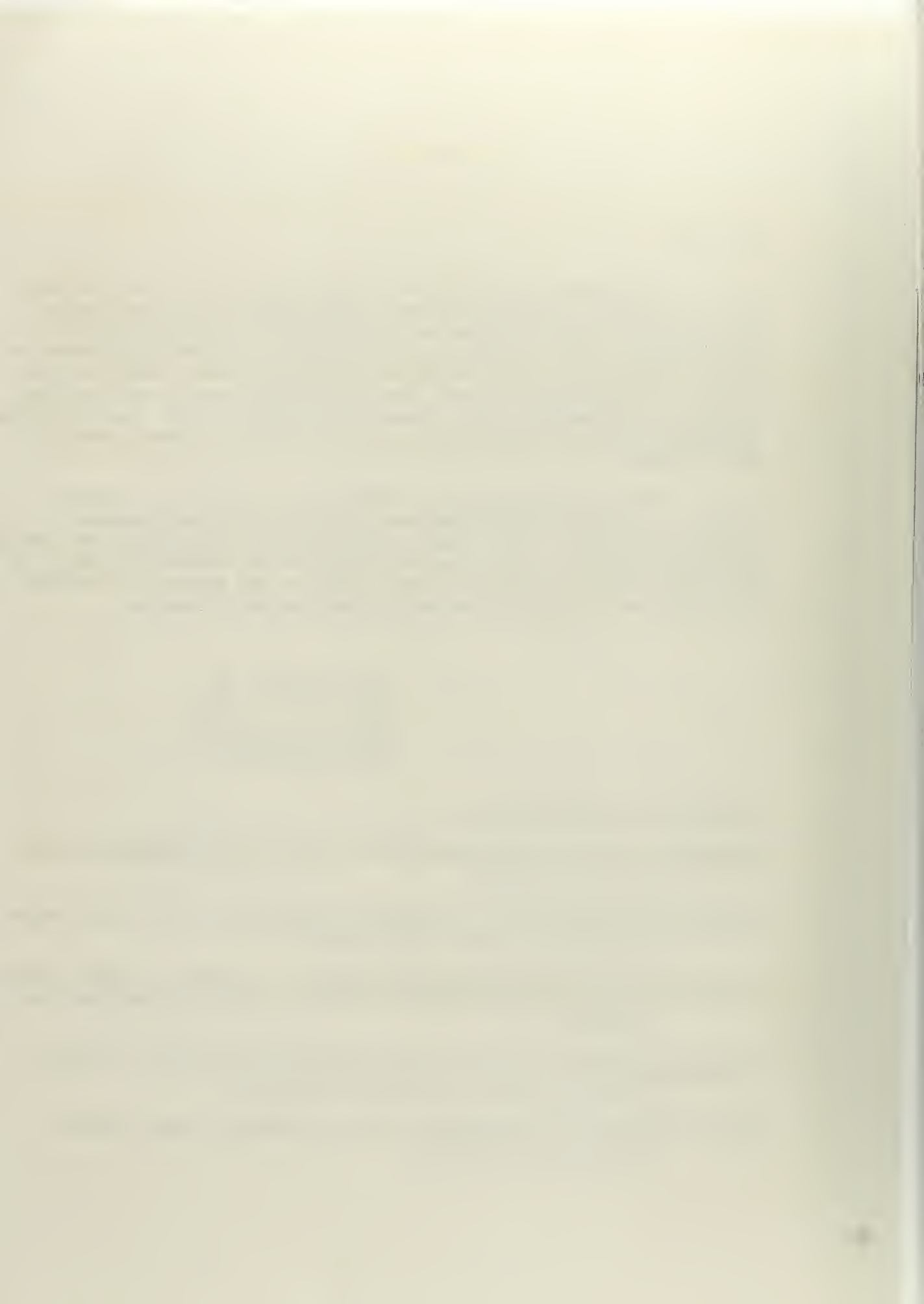
Transfer - All aspects from receipt of orders to being settled at your new duty station.

Welcome Aboard Information - Information forwarded to you by your future duty station prior to your arrival.

Welcome Aboard Practices at the New Station - Assistance, welcome, check-in and information given to you upon arrival at your new duty station.

Housing Assistance - Housing offices/officers that assist in locating civilian rentals or government quarters.

Move - The moving of belongings, packing, unpacking, damage claims, moving inspectors, etc.





### Questionnaire

Please seal your completed questionnaire in the envelope provided and return it to the person administering the questionnaires. The sealed questionnaires will be forwarded to LCDR Whiddon.

1. Rank/Rate \_\_\_\_\_ 2. Years service \_\_\_\_\_ 3. Married/Single \_\_\_\_\_  
 4. Number of children \_\_\_\_\_ 5. Number of children school age \_\_\_\_\_

The following questions are all directed to your experiences during your last two changes of duty station. Do not consider previous transfers.

6. Did you receive Welcome Aboard information from your new duty station after you received your orders to this new station?  
 Yes \_\_\_\_\_ No \_\_\_\_\_

7. Did you request the information? Yes \_\_\_\_\_ No \_\_\_\_\_

8. Of the Welcome Aboard information that you received, if any, which specific items of information do you consider to be particularly desirable?  
 \_\_\_\_\_  
 \_\_\_\_\_

9. What information have you desired, but failed to receive?  
 \_\_\_\_\_  
 \_\_\_\_\_

10. What information, if any, was considered useless or unnecessary?  
 \_\_\_\_\_  
 \_\_\_\_\_

11. When you first reported aboard these new duty stations, which specific practices favorably impressed you?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



12. Which practices, or lack of practices, impressed you unfavorably during your Welcome Aboard?
- 
- 
- 

13. During your last two tours of duty have you used government housing offices/officers for housing assistance (either for government quarters or civilian housing)? Yes \_\_\_\_\_ No \_\_\_\_\_

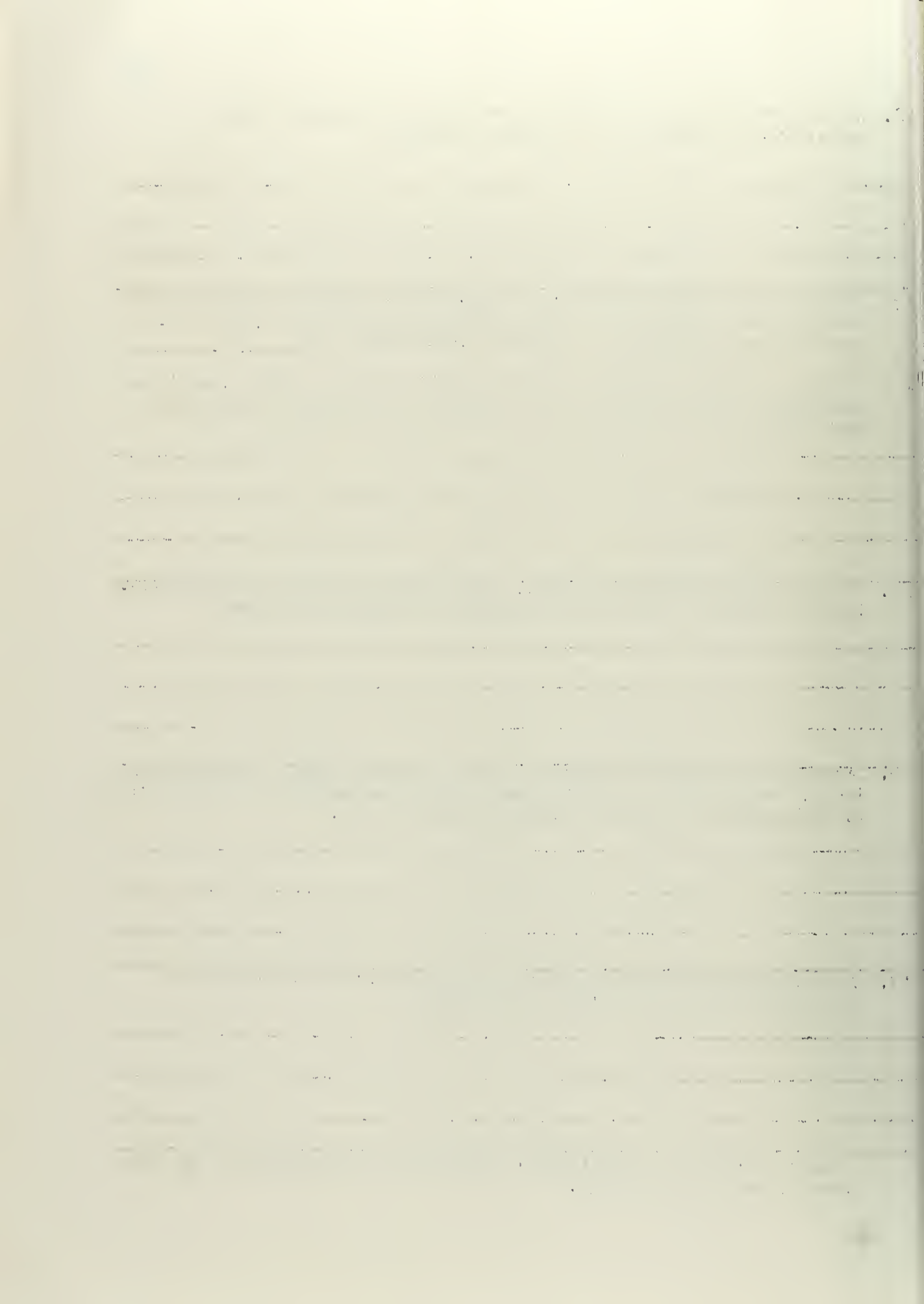
14. If the answer to 13 was no, why not? If yes, what specific practices contributed to the quality of housing assistance received?
- 
- 
- 

15. If the answer to 13 was yes, what practices or lack of practices detracted from the housing assistance received?
- 
- 
- 

16. During your last two moves, what practices have contributed to the smoothness of the move? Move here refers to the moving of belongings, packing, damage claims, etc.
- 
- 
- 

17. What specific practices, or lack of practices, presented problems during your last two moves?
- 
- 
- 

Please write any additional comments or suggestions on the back side of this page.





APPENDIX B



## INDIVIDUAL LISTING OF BACKGROUND INFORMATION

Questionnaire Number*	Years Service	Marital Status	Number Children	Number School Age	Current Station
<u>Captains (2)</u>					
0 51	24	M	2	1	PHIBPAC
0 57	22	M	2	2	NAVAIRPAC
<u>Commanders (9)</u>					
0 1	36	M	3	0	1st ND
0 7	18	M	4	3	MINELANT
0 15	23	M	4	3	SERVAC
0 26	16	S	-	-	LANT FLT
0 34	23	M	3	1	NAVAIRLANT
0 36	25	M	1	1	NAVAIRLANT
0 42	23	M	3	2	ADVTRACOM
0 53	24	M	5	4	NAVAIRPAC
0 58	16	M	3	3	NAVAIRPAC
<u>Lieutenant Commanders (11)</u>					
0 6	19	M	5	5	MINELANT
0 8	15	M	3	3	MINELANT
0 17	14	M	1	1	SERVAC
0 19	9	M	1	0	SERVAC
0 20	11	M	2	1	SERVAC
0 25	10	D	3	3	LANTFLT
0 31	13	M	4	3	LANTFLT
0 32	21	M	7	5	LANTFLT
0 38	19	M	4	4	NAVAIRLANT
0 44	25	M	1	1	ADVTRACOM
0 54	11	M	2	1	NAVAIRPAC
<u>Lieutenants (21)</u>					
0 2	3	M	1	0	1st ND
0 3	4	S	-	-	1st ND
0 4	5	M	2	0	1st ND
0 5	7	M	3	1	MINELANT
0 9	9	M	2	1	MINELANT
0 10	20	M	4	4	MINELANT
0 12	12	M	5	2	MINELANT
0 13	4	M	2	2	SERVAC
0 14	7	M	2	0	SERVAC
0 21	6	M	2	0	SERVAC
0 23	9	M	4	0	TECHTRACOM
0 24	14	M	3	2	TECHTRACOM
0 27	4 1/2	M	3	0	LANTFLT

(continued on next page)





Questionnaire Number*	Years Service	Marital Status	Number Children	Number School Age	Current Station
O 33	10	S	-	-	LANTFLT
O 37	9	M	3	2	NAVAIRLANT
O 41	16	M	3	1	ADVTRACOM
O 43	18	M	5	4	ADVTRACOM
O 46	8	M	1	-	ADVTRACOM
O 49	8	M	0	0	PHIBPAC
O 52	22	M	3	3	NAVAIRPAC
O 55	6	M	0	0	NAVAIRPAC
<u>Lieutenants (Junior Grade) (13)</u>					
O 11	4	M	0	0	MINELANT
O 16	3	M	0	0	SERVPAC
O 18	2	M	0	0	SERVPAC
O 22	3 1/2	M	0	0	MINELANT
O 29	2 1/2	S	-	-	LANTFLT
O 30	3	S	-	-	LANTFLT
O 35	3	M	0	0	NAVAIRLANT
O 39	4	M	0	0	ADVTRACOM
O 45	2 1/2	S	-	-	ADVTRACOM
O 47	15	M	3	3	PHIBPAC
O 48	14	M	5	4	PHIBPAC
O 50	2 1/2	S	-	-	PHIBPAC
O 59	4	S	-	-	NAVAIRPAC
<u>Ensigns (2)</u>					
O 28	2	S	-	-	LANTFLT
O 56	1	M	0	0	NAVAIRPAC
<u>Chief Warrant Officer (1)</u>					
O 40	25	M	3	3	ADVTRACOM
<u>Enlisted Paygrade E 9 (3)</u>					
E 9 ENCM	18	M	5	4	MINELANT
E 30 -	18	M	2	2	LANTFLT
E 62 JOCM	17	M	0	0	PHIBPAC
<u>Paygrade E 8 (6)</u>					
E 22 YNCS	16	M	2	2	SERVPAC
E 23 GMCS	26	M	3	3	SERVPAC
E 31 JOCS	15	M	4	2	LANTFLT
E 43 PNCS	20 1/2	M	3	3	NAVAIRLANT
E 55 YNCS	24	M	2	2	ADVTRACOM
E 56 DCCS	20	M	0	0	ADVTRACOM

(continued on next page)



Questionnaire Number*	Years Service	Marital Status	Number Children	Number School Age	Current Station
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Paygrade E 7 (14)

E 1	HMC	18	M	2	1	1st ND
E 2	QMC	20 1/2	M	3	3	1st ND
E 12	QMC	18	M	1	0	MINELANT
E 13	QMC	21	M	4	4	MINELANT
E 15	YNC	21	M	3	3	MINELANT
E 25	SKC	15	M	1	0	SERV PAC
E 32	YNC	18	M	3	2	LANTFLT
E 36	PHC	17	M	1	0	LANTFLT
E 39	PNC	17 1/2	S	-	-	NAVAIRLANT
E 45	PNC	19 1/2	M	2	2	NAVAIRLANT
E 47	MSC	17 1/2	M	3	2	ADVTRACOM
E 49	PNC	14	M	1	1	ADVTRACOM
E 59	SKC	19	M	4	2	PHIBPAC
E 69	PHC	17	M	0	0	NAVAIRPAC

Enlisted Paygrade E 6 (15)

E 3	TM1	23	S	-	-	1st ND
E 4	YN1	17	D	1	1	1st ND
E 5	HM1	20	M	4	4	1st ND
E 6	JO1	11 1/2	M	0	0	1st ND
E 10	YN1	11	M	4	2	MINELANT
E 16	YN1	13	M	3	2	MINELANT
E 17	YN1	12	M	6	3	MINELANT
E 19	DK1	11	M	1	0	SERV PAC
E 21	DK1	8	M	0	0	SERV PAC
E 24	PN1	12	M	2	1	SERV PAC
E 26	JO1	12	M	1	1	SERV PAC
E 28	-	21	M	6	4	LANTFLT
E 29	DM1	14	M	7 3/4	3	LANTFLT
E 34	-	8	S	-	-	LANTFLT
E 37	PH1	9	M	0	0	LANTFLT
E 44	PN1	7 1/2	M	1	0	NAVAIRLANT
E 52	JO1	8	S	-	-	ADVTRACOM
E 54	-	14 1/2	M	1	1	ADVTRACOM
E 57	RM1	7 1/2	S	-	-	ADVTRACOM
E 61	JO1	9	M	1	0	PHIBPAC
E 65	MU1	18	M	3	3	PHIBPAC
E 67	AE1	18	M	4	4	NAVAIRPAC
E 68	YN1	19	M	2	2	NAVAIRPAC
E 70	JO1	5 1/2	M	2	0	NAVAIRPAC
E 71	YN1	15	M	5	4	NAVAIRPAC

(concluded on next page)





Questionnaire Number*	Years Service	Marital Status	Number Children	Number School Age	Current Station
<u>Paygrade E 5 (14)</u>					
E 11 -	14	M	2	1	MINELANT
E 14 DM2	11	S	1	-	MINELANT
E 18 JO2	4 1/2	M	2	0	SERV PAC
E 20 DK2	8	M	3	2	SERV PAC
E 27 TD2	9 1/2	M	3	0	TECHTRACOM
E 33 YN2	10	M	2	0	LANTFLT
E 35 JO2	5	M	1	0	LANTFLT
E 40 PN2	10	M	0	0	NAVAIRLANT
E 42 PN2	5	M	2	2	NAVAIRLANT
E 46 PN2	9 1/2	M	3	1	NAVAIRLANT
E 48 PN2	7	M	2	0	ADVTRACOM
E 50 PN2	5	M	0	0	ADVTRACOM
E 58 RM2	8	M	5	3	ADVTRACOM
E 63 MV2	10	M	2	0	PHIBPAC
<u>Paygrade E 4 (6)</u>					
E 8 PN3	7	M	0	0	1st ND
E 38 PN3	5	M	6	2	NAVAIRLANT
E 41 RM3	5	M	2	0	NAVAIRLANT
E 60 SK3	2 1/2	S	-	-	PHIBPAC
E 64 PH3	5	S	-	-	PHIBPAC
E 66 YN3	2 1/2	S	-	-	PHIBPAC
<u>Paygrade E 3 (3)</u>					
E 7 PNSN	3	S	-	-	1st ND
E 51 JOSN	1	S	-	-	ADVTRACOM
E 53 SN	3	S	-	-	ADVTRACOM

\*Questionnaire numbers, prefixed "O" for officer and "E" for enlisted, were assigned upon return of the questionnaires. Individual enlisted rates are indicated after the enlisted questionnaire number.



## APPENDIX C





## EXPLANATION OF NAVY RANK/RATE ABBREVIATIONS

## Officers

CAPT--Captain	LT--Lieutenant
CDR--Commander	LTJG--Lieutenant (junior grade)
LCDR--Lieutenant Commander	ENS--Ensign
CWO--Chief Warrant Officer	

## Enlisted

The first two letters of an enlisted rate indicate the specialty. Letters or number following the first two letters indicate paygrade. Paygrade E-9 is the highest enlisted paygrade and is indicated in the rate by "MC" which stands for "Master Chief." Other paygrades are indicated as follows:

- CS--Senior Chief Petty Officer, paygrade E-8.
- C--Chief Petty Officer, paygrade E-7
- 1--First Class Petty Officer, paygrade E-6
- 2--Second Class Petty Officer, paygrade E-5
- 3--Third Class Petty Officer, paygrade E-4
- SN--Seaman, paygrade E-3 (specialty might not be indicated)

Specialty abbreviations used in the thesis are listed in alphabetical order as follows:

AE--Aviation Electrician	MM--Machinist's Mate
CT--Communications Technician	MU--Musician
DC--Damage Controlman	PH--Photographer's Mate
DK--Disbursing Clerk	PN--Personnelman
DM--Draftsman	QM--Quartermaster
DT--Dental Technician	RM--Radioman
EN--Engineman	SK--Storekeeper
GM--Gunner's Mate	TD--Trademan
HM--Hospital Corpsman	TM--Torpedoman
JO--Journalist	YN--Yeoman

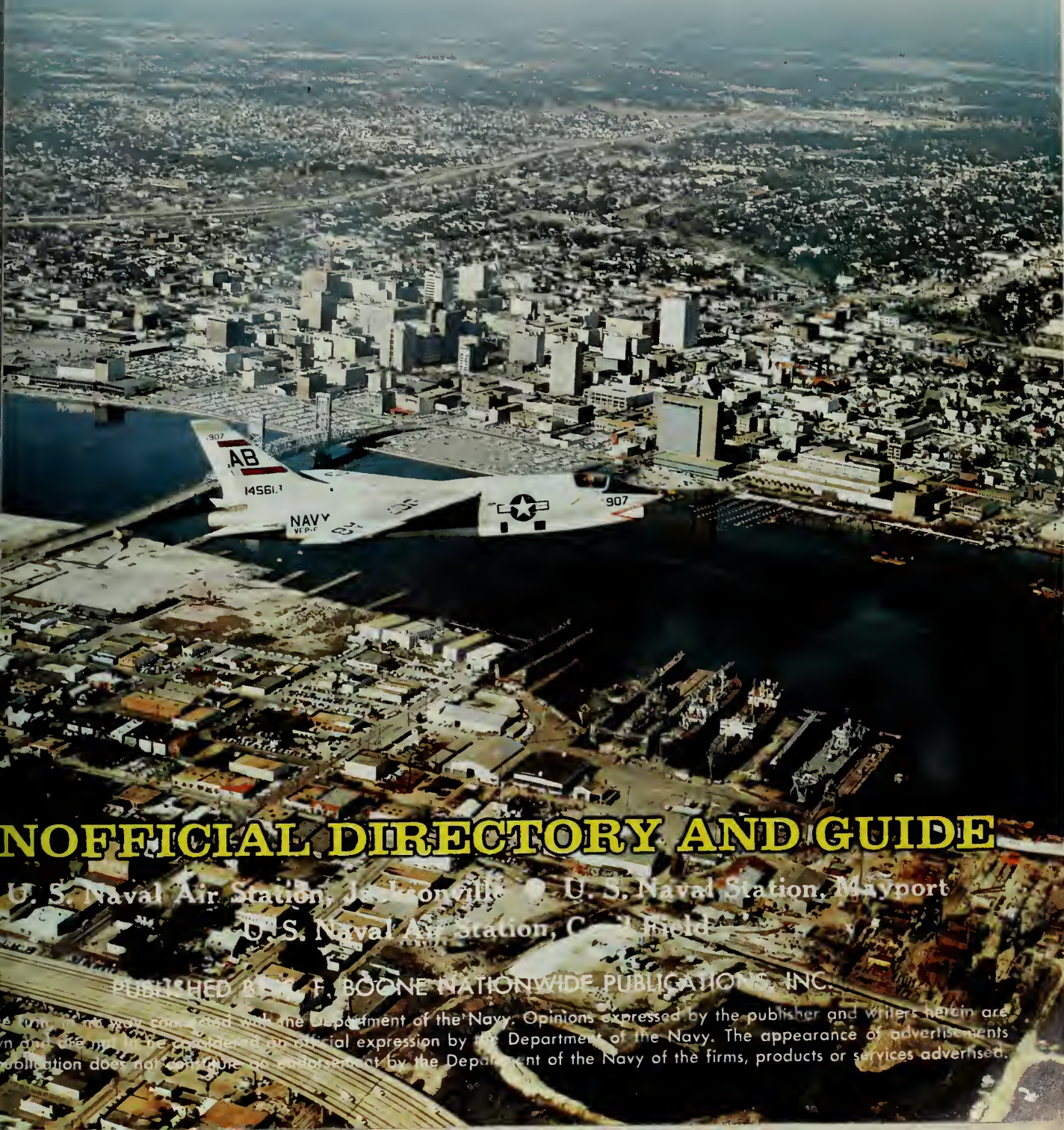


## APPENDIX D





# *The* **JACKSONVILLE NAVY COMPLEX**



## **UNOFFICIAL DIRECTORY AND GUIDE**

U. S. Naval Air Station, Jacksonville • U. S. Naval Station, Mayport  
U. S. Naval Air Station, Cecil Field

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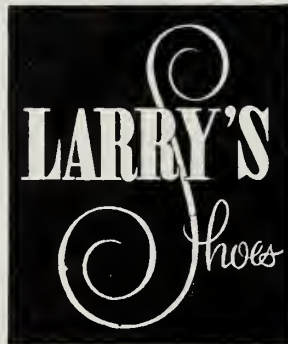
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BEACH PLAZA CENTER  
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SHINDIGS • BUSKENS  
SUMMERETTES • CAPRI

**FOR CHILDREN:** JUMPING-JACKS • ACME  
CORRECTIVES • WELLCO

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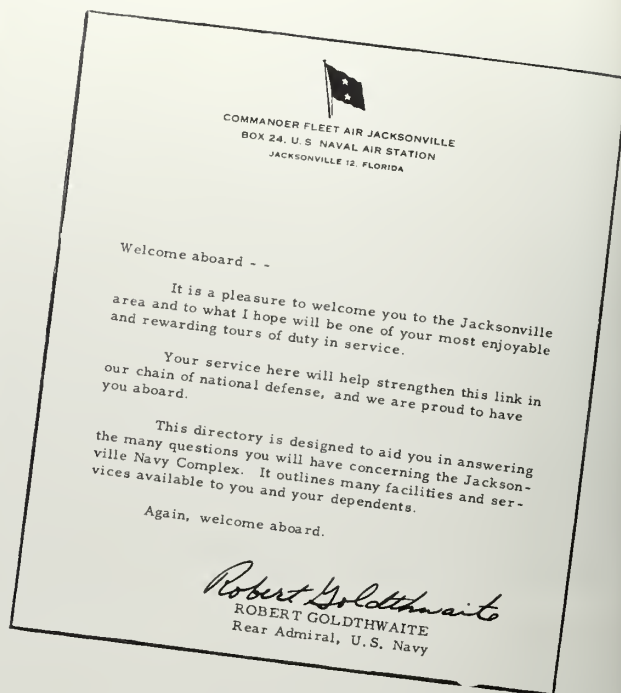








**REAR ADMIRAL ROBERT GOLDTHWAITE, USN**  
Commander Fleet Air, Jacksonville



Robert Goldthwaite was born on September 20, 1903, in Montgomery, Alabama. He attended school in Montgomery before entering the U. S. Naval Academy on Aug. 5, 1920. Graduated and commissioned Ensign on June 4, 1924, he attained the rank of rear admiral, to date from Jan. 1, 1952, and on Aug. 5, 1956, he was appointed to the rank of vice admiral. On July 8, 1963, he voluntarily dropped in rank from vice admiral to rear admiral in order to take up the assignment of Commander Fleet Air, Jacksonville. Upon his reassignment or retirement he will again assume the rank of vice admiral.

Designated a Naval Aviator on May 20, 1927, his career has included assignments as: Commander, Naval Air Station, Quanset Point, R.I.; Chief of Staff to the Commander Aircraft, South Pacific Force; Commanding Officer, USS Saginaw Bay; Head of Fleet Air Operations Branch; Commanding Officer, USS Coral Sea; Commander Heavy Attack One; Commander Carrier Division Two; Chief of Naval Air Training, Pensacola; Commander Western Sea Frontier, Commander Pacific Reserve Fleet, Commander Naval Defense Force, Eastern Pacific. On July 8, 1963, he took up new duties as Commander Fleet Air, Jacksonville.

In addition to the Legion of Merit with two Gold Stars and Combat "V" and the Presidential Unit Citation Ribbon, Rear Admiral Goldthwaite has the American Defense Service Medal, American Campaign Medal, Asiatic-Pacific Campaign Medal, World War II Victory Medal, Navy Occupation Service Medal with Europe and Asian Clasps, the National Defense Service Medal, Korean Service Medal and the United Nations Medal. He also has the Korean Presidential Unit Citation Badge.

He was married in 1931 to Miss Hathaway Crenshaw of Montgomery, Alabama. They have one daughter, who is married to Naval Aviator LCDR Forrest P. Anderson.



**CAPTAIN ARTHUR T. DECKER, USN**  
COMFAIRJAX Chief of Staff

Born in Scranton, Pennsylvania, Arthur T. Decker graduated from the U. S. Naval Academy with the Class of 1935. Since receiving the wings of a Naval Aviator in August 1939, he has served as Squadron Commander, Group Commander, Training Officer, Operations Officer, and Executive Officer aboard the USS ESSEX, ROCKY MOUNT, KEARSARGE, TICONDEROGA, and ORISKANY.

In 1953 he assumed duties as Director of Service Test at the Naval Air Test Center, Patuxent River, Md., and while there was promoted to Captain. Since that time he has commanded Fleet Oiler USS CANISTEO and served on the faculty of the National War College. Prior to his assignment as Chief of Staff, COMFAIRJAX, he was on the Joint Staff of Commander-in-Chief, Pacific. He and his wife, the former Evelyn Holland of Clarksdale, Miss., have two children, Vicki Lau, and John Stephen.



# *NAS Jacksonville*



**CAPTAIN JOHN RAWLINS MACKROTH, USN**  
Commanding Officer  
U. S. Naval Air Station  
Jacksonville, Florida

Captain John Rawlins Mackroth became Commanding Officer of U. S. Naval Air Station, Jacksonville, Florida, on June 30, 1964. He graduated from Stanford University at Palo Alto, California, in 1936. The following year he entered the Navy Aviation Cadet Flight Program receiving his "wings" in November 1938. He was commissioned an Ensign, USNR, December 1938.

Cdr. Louis A. Menard, Jr., a WWII ace fighter pilot credited with shooting down nine enemy aircraft, is now the Executive Officer, NAS Jacksonville. Wearing decorations which include the Silver Star, Distinguished Flying Cross, and 11 Air Medals, Cdr. Menard came to Jacksonville from duties on the staff of the NATO command of Commander-in-Chief, Southern Europe Allied Forces. He, his wife, and their three children reside in Palmetto, Florida.

His initial assignment was to VP-8, a patrol squadron based in Hanalei, Hawaii. In 1940 he was assigned as copilot on the Navy's four-engine experimental seaplane, the XPBS-1.

At the outbreak of World War II, he assumed command of XPBS-1 which was used to farm the nucleus of the Navy's Air Transport Squadron TWO, based at Alameda, California, and operating in the Pacific Ocean area. His subsequent assignments during the war included Operations Officer, VR-2; Commanding Officer, VR-10; and Operations Officer on the staff of Commander Naval Air Transport Service.

In 1946 he attended the General Line School, Newport, R.I., graduating in June 1947. He was then assigned to postgraduate training in personnel administration at Ohio State University completing the course of study and receiving an MS degree in September 1948. He served as Deputy Director of Personnel and Administration for Commander, MATS, from September 1948 to July 1949. He served as Executive Officer, USS GARDINER BAY from August 1949 to September 1951. While so serving, the ship operated in support of the Korean conflict in the Western Pacific for over a year.

In 1951, he was assigned to the Bureau of Naval Personnel in Washington. He attended the Naval War College in 1953-54 and was then assigned as Operations Officer on the staff of Commander Carrier Division 14. He was reassigned, in December 1955, as Deputy Chief of Staff for Personnel on the staff of Commander Naval Air Force, Atlantic Fleet.

He was assigned to the National War College for a year of study in 1958, and upon completion of this course in June 1959 was assigned to the office of the Assistant Secretary of Defense (MP&R) for duty until June 1961. He then reported to Naples for duty as Chief of Staff, Commander Fleet Air, Mediterranean/Commander, U. S. Naval Activities, Mediterranean.

Captain Mackroth is married to the former Alice McKnight of Pittsburgh, Pa. They have three daughters; twins Alice and Garland, and Ann, who reside with their parents in Quarters "K" on the station.



**COMMANDER LOUIS A. MENARD, JR.**

## *NAS Jacksonville Mission*

Commissioned on October 15, 1940, the Jacksonville Naval Air Station is one of the Navy's major fleet aviation operating bases. A vast military-industrial activity with an estimated replacement value of \$344,000,000, NAS Jacksonville occupies a reservation of 3,400 acres on the west bank of the north-flowing St. Johns River. It is the hub of the vast Jacksonville Navy complex composed of a seaport at Naval Station, Mayport; a master jet base at NAS Cecil Field; and the station industrial center.

The site of NAS Jacksonville was selected by the Navy because of its exceptional flying weather and suitability for operations of both land and sea-type aircraft. Based aboard the Naval Air Station proper are seven separate commands. These are:

### **NAVAL AIR STATION, JACKSONVILLE**

The NAS Jacksonville is a major Air Station designated and operated for the support of fleet aircraft. It supports a large Overhaul and Repair Department and provides facilities to support regular operations of fleet carriers, reconnaissance, antisubmarine and transient aircraft. It is also a major supply point and provides naval supply support to NAS Cecil Field; Naval Air Station, Glynnco, Georgia; the Naval Station, Mayport; and aviation supplies to all activities in the SIXTH Naval District except those under Commander, Naval Air Training.

### **FLEET AIR JACKSONVILLE**

Fleet Air Jacksonville coordinates training and operation of fleet aircraft, and maintains close liaison with naval shore establishments in conjunction with training needs of fleet aviation. Fleet Air Jax, units of which fly the latest and fastest Navy aircraft, is comprised of air detachments at NAS, Jax., NAS, Cecil Field and NAS, Sanford.

### **FLEET AIR WING ELEVEN**

Fleet Air Wing Eleven is comprised of multi-engined patrol squadron. Its missions are to seek out and destroy enemy submarines and perform mine laying operations during wartime and to conduct air, search and rescue operations and training exercises during peacetime.

### **NAVAL AIR TECHNICAL TRAINING CENTER**

The Naval Air Technical Training Center can be likened to a college campus. Here thousands of sailors and marines "go to school" to learn the trades offered by the Navy. The Unit operates some nine training schools.

### **NAVAL HOSPITAL**

The Naval Hospital provides medical service, care and hospitalization to military personnel, retired military personnel and their dependents and to veterans as authorized by the Veterans Administration. It is rated one of the finest military hospitals in the Naval establishment.



### **NAVAL AIR RESERVE TRAINING UNIT**

Home of the Weekend Warriors, NARTU Jacksonville provides aviation and technical training to organized Naval Reservists who train in their Navy ratings—whether they be pilots, mechanics or yeomen. NARTU is comprised of 18 squadrons (14 Navy—4 Marines).

### **FLEET INTELLIGENCE CENTER, U. S. NAVAL FORCES, EUROPE**

Mission of FICEUR is to provide intelligence support to Atlantic Fleet Naval and Marine units operating in the European area.

## *General Information*

### **CHECK IN**

Personnel reporting aboard NAS Jacksonville check in with the Officer of the Day in Bldg. 1, the Administration Building. From there, enlisted personnel report to Receipts and Transfer Office, 2nd deck of Bldg. 955. Officers report to Officers' Records Office, 2nd deck of Bldg. 1.

### **QUARTERS**

Single enlisted men assigned to the Station will report to the Master-at-Arms in Barracks F for assignment to living quarters. Single enlisted men assigned to Fleet units will report to the Master-at-Arms in Barracks L.

Single officers will report to the Senior Bachelor Officers Quarters, Bldg. 11, on Mustin Road. Permanent officers will be assigned rooms in Bldg. 11 or Bldg. 805, depending on availability and rank.

Enlisted married men may obtain applications for Navy housing at the Personnel Office. About 538 housing units are maintained for personnel of the Station and attached commands aboard the station and in Cumberland Road Developments.

Married officers may apply for Navy housing at the Public Works Office, Bldg. 902, ext. 214 215.

Housing information may be obtained from the Housing Office, Bldg. 1050, ext. 553.

(continued on page 6)





PHOTO ABOVE: One of seven outdoor swimming pools aboard the Station.

PHOTO BELOW: Bluejackets Inn and Crow's Nest.





## AUTOMOBILES

Privately owned cars may be operated aboard the Station when a Station decal is properly affixed to the windshield. To secure a decal it is necessary to show a valid State driver's license, car registration, and a vehicle safety inspection certificate at the Pass Office, Bldg. 9, Main Gate. Car owners must comply with the Florida Financial Responsibility Act requiring adequate resources to pay for accident damages, or adequate liability insurance. Strictly enforced speed limits are posted on thoroughfares. Parking regulations are enforced by civilian and military police on 24-hour patrol.

## PRIVILEGE CARDS

Military Dependents Identification Card DD Form 1173 is issued through command Personnel Offices and the NAS Security Department. The privilege card is honored as an identification pass and entitles the dependents to use the Commissary Store, Naval Hospital and NAS Dispensary, and all Navy Exchange and recreational facilities.

## HOUSEHOLD GOODS

Incoming and outgoing household goods are handled through the Household Goods Section, Supply Department, first deck of Bldg. 110, ext. 640.

## CIVILIAN CLOTHES

Civilian clothing may be worn while on authorized leave or liberty. Special provisions for pay grade E-4 and above are made for wearing civilian attire after working hours during the normal work week and on weekends for enlisted personnel in an Off-Duty status, provided such personnel are in lawful possession of a liberty and identification card, in following locales: Navy Exchange facilities; NAS Facility Barnett National Bank; Station Chapels, attending services; Station Recreation facilities. During regular working hours enlisted personnel in civilian attire shall proceed directly from and to barracks or living quarters and main gate.

## POST OFFICE

There are three postal facilities aboard the Station. A Post Office is located at Mainside, Bldg. 902; one at NATTC, Bldg. 555, where a registered mail window and postal directory is located; and a postal directory in Bldg. H-2009, Naval Hospital.

## STATION NEWSPAPER

The Jax Air News, published every Thursday, serves military and civilian personnel of commands based aboard the Station. Ext. 8161/8162.

## DIVINE SERVICES

### CATHOLIC

St. Edward's Chapel on Mustin Road: Sunday Mass at 0900 and 1100; Holy Day Masses at 0630, 1205 and 1645; Daily Mass at 1130, Tuesday through Friday; Saturday Mass at 0900; Confessions from 1900-2000, Saturdays and eves of Holy Days. St. Luke's Chapel, Naval Hospital: Sunday Mass at 0630; confessions at 0615; Holy Day Mass at 1205. King Hall (Blessed Sacrament Chapel): Daily Mass at 1615 (Mon.-Tues.); Naval Hospital at 1205 Wednesday and Friday.



CATHOLIC



PROTESTANT

All Saints Chapel of Birmingham (at Mustin); Sunday; 0800, Service of Holy Communion; 0930, Sunday School, Building 722; 0930, Service of Divine Worship, All Saints Chapel; 1100, Service of Divine Worship, St. Luke's Chapel, Naval Hospital; 1100, Service of Divine Worship, All Saints Chapel; 1830, age Fellowship, Building 722.

## MEDICAL

The Medical Department is located in the NAS Dispensary, Bldg. 8, on Ranger St., between Saratoga and Enterprise. General sick call is held at 0800, 1300 and 1900. Emergency calls at any time. Officer sick call is held at 0800 and 1300.

The Medical Officer of the Day may be reached at ext. 415.

## DENTAL

The Dental Department is located on the second deck of the NAS Dispensary, Bldg. 8. General dental sick call is held at 0800 and 1300. Emergency at any time. For information, call ext. 416.

## HOSPITAL

A general service hospital. Schedules of clinics and services available at all dispensaries or at the



hospital located in the southern area of the Station on Mustin Road. Dependents outpatient department open from 0800 to 1630 weekdays and 0800 to 1200 Saturday, with emergencies seen at any time.

### RED CROSS

The American Red Cross Field Director, in Bldg. 39, will verify your need for emergency leave or extension, and for financial assistance. Emergencies are handled at any hour, but you are urged to use regular working hours for routine matters. Open Monday through Friday, 0730-1630. Call Station operator for emergency service after hours. The Red Cross provides aid in all cases of illness, accident, non-receipt of family allowances, and other emergencies involving the immediate family.

### NAVY RELIEF

Located in Bldg. 553, Navy Relief assists any Navy or Marine Corps family in need of emergency financial aid of a relief nature. The office is open Monday through Friday, 0800-1600. Its primary purpose is to serve in time of need with financial loans or grants for the relief of temporary emergency conditions. A visiting nurse service is maintained.

### SHORE PATROL

Headquarters of the Shore Patrol is located at 350 East State Street, Jacksonville. Information or assistance can be obtained at this headquarters or from any SP. The Shore Patrol is chiefly concerned with keeping Naval personnel out of trouble, and acts as intermediary between them and civilian authorities. The SP is generally available to assist any military person on leave or liberty. Phone EL 3-5755.

### COMMISSIONED OFFICERS' MESS (OPEN)

Located on Mustin Road, it is open to Commissioned Officers of the Armed Services. Dining Room is open for luncheon daily from 1115-1345, and for dinner from 1800-2100. Bar is open from 1100-2300 Sunday through Thursday, and 1100-0100 Friday and Saturday.

### CHIEF PETTY OFFICERS' CLUB

Yorktown Ave., Bldg. 705. Dining Room open 1100-1300 and 1600-2145, Monday through Friday; 1200-2145, Saturday and Sunday; Bar open week days from 1100-2400, and on Friday, Saturday and nights preceding holidays from 1200-0100. Live entertainment on Friday, Saturday and Sunday nights. Package store open 1100-1800 every day except Sundays and holidays.

### BLUE JACKETS INN (Enlisted Men's Club)

Located in Bldg. 46. Facilities include snack bar, TV Lounge, dancing and dining services. Open 1500-2330, Monday-Thursday; 1500-0100, Friday; 1200-0100, Saturday; 1200-2330, Sunday and Holidays; and 1500-0100, Holiday eves. Also located in Bldg. 46 is a First and Second Class Petty Officers' Club (open 1600-2330, Monday-Thursday; 1600-0100, Friday, 1200-0100, Saturday; 1200-2330, Sundays and Holidays; and 1500-0100, Holiday eves) and Package Store (open 1500-2230, Monday-Thursday; 1200-2230 Holidays, Friday and Saturday.)

### NATTC ENLISTED MEN'S CLUB

Located in Bldg. 593. Includes lounge, game room and beer bar. Bar hours, 1200-2300, Saturday and holidays; 1200-2300, Sunday; 1630-2330 Monday through Friday.



Bar in Acey Ducey Club

### NAVY WIVES CLUB

Branch No. 86, Navy Wives of America, Inc. Meetings are held at 1930 every first and third Wednesday in the clubhouse. All enlisted wives are welcome.

### ALL WIVES CLUB

Meets for lunch on first Wednesday of every month at the Officers Club, NAS, on Mustin Road. Composed of wives of all Marine and Navy officers of Jax Navy commands. Reservations must be made in advance. Ext. 8154.

### WIVES OF MEDICAL AND DENTAL DEPARTMENT OFFICERS

Meet for lunch at Officers Club, on fourth Wednesday of every month. Composed of wives of medical, dental, medical service and medical service warrant officers of area Navy commands.

### STATION NURSERY

Located in Bldg. 560, on Child St., the Station Nursery is operated by the Navy Wives Club. Children of all ages, from infants up, may be left here at nominal fees. Nursery school is conducted through regular school months. Open Monday, Tuesday and Thursday, 0645-1830; Wednesday, Friday and Saturday, 0645-2400; Sunday, 0845-1200.

### LIBRARY

NAS Library, located topside, Bldg. 3. In addition to usual library supplies and furnishings, a Record Room offers a wide selection of popular recordings. Extensive reference shelves and a wide range of current magazines. There is also a library in Bldg. 563, in NATTC area; and a Hospital branch in Bldg. H-2009. Hours vary, but in general are 0900-2100 Monday through Friday; 1300-2100 Saturday, Sunday and holidays.

### COMMISSARY STORE

Open 1000-1700, Tuesday through Thursday; 1000-1800, Friday; 0800-1400, Saturday. Closed Sunday, Monday, and Holidays.





PHOTO ABOVE: Commissioned Officers' Mess

PHOTO BELOW: U.S. Naval Hospital





## NAVY EXCHANGE

### MAIN STORE

Located in Bldg. 27, open 0900-1630, Monday-Thursday; 0900-1800, Friday; 0900-1300, Saturday.

### RESTAURANT—(Bldg. 3)

Open 0600-2300, Monday-Friday; 0600-2220, Saturday; 1500-2230, Sunday.

### BARBER SHOP—Bldg. 3

Open 0800-1630, Monday through Friday; 0830-1200, Saturday.

### BEAUTY SHOP—(near Main Store)

Open 0830-1630, Monday-Friday; Saturday by appointment only.

### COBBLER SHOP, WESTERN UNION, WATCH REPAIR SHOP—Bldg. 3

Open 0800-1630, Monday through Friday; 0900-1200, Saturday.

### LAUNDRY—(Bldg. 106, near Hangar Area)

Open 0730-1630, Monday through Friday.

### SERVICE STATION—(near Main Store)

Open 0800-1630, Monday through Friday; 0800-1200, Saturday.

### COBBLER SHOP, WATCH REPAIR SHOP—Bldg. 3 WESTERN UNION, TAILOR SHOP

Open 0800-1630, Monday through Friday; 0900-1300, Saturday.

### HOBBY SHOP RETAIL STORE

Open 1230-1800, Monday through Sunday.

## HOUSING

Navymen reporting to any of the three major bases in Jacksonville will find civilian housing reasonably plentiful and of widely variant quality and price. The seasonal fluctuations in rental charges are not too noticeable in the city itself, and this is a matter of no importance to men ordered to either NAS Jacksonville or NAS Cecil Field.

The Naval Station Mayport, however, is located in the "Beaches" area, and people reporting there will find that wintertime rental on any given unit might run as much as 60% higher than rental on the same unit during the "off-season."

There is, of course, no satisfactory method of arriving at an "average" rental figure, but generally speaking apartment rentals for desirable units range from as little as \$65 a month to upwards of \$150 a month, depending on the age, location and size of the units.

Houses for rent follow the same pattern of availability as do apartments, although rents normally will be at least \$20 a month more for units of comparable size. Very few house rents include utilities, which average from about \$20 to \$50 a month, depending on the size of the family, the nature and number of the appliances it owns, and the family's living habits.

Families wishing to buy their houses will find an almost inexhaustible range of style, size and price available in areas convenient to all three of the bases. The normal price range for a three-bedroom dwelling seems to be from about \$11,000 to \$13,500, although this can vary greatly, too, depending on location, style, number of appliance included, etc.

Trailer owners will have no trouble finding adequate parking facilities within reasonable distance of their duty stations. Space rental in the trailer parks in Jacksonville runs from \$20 to \$25 a month, exclusive of utilities. A number of trailer parks also have trailers for rent at prices beginning around \$65 a month for a one-bedroom unit, including utilities.

## RECREATION

### MOVIES

Three movie theaters are operated aboard the Station. The Mainside Theater is located on Jason St. in Bldg. 612; daily showing at 1900, matinees at 1400, Saturday, Sunday and holidays. NATTC Theater, Bldg. 563; daily showing at 1900, matinees at 1400, Saturday, Sunday and holidays. Hospital Theater, Bldg. H-2009; daily showing at 1500, matinees at 1400, Saturday Sunday and holidays.

### SWIMMING POOLS

In all, seven outdoor pools and one indoor pool are maintained aboard the Station, May through September.

Two outdoor pools, for enlisted personnel and guests, are located behind Bldg. 3 at the corner of Langley and Ranger Streets. Open Tuesday through Friday 1100-1930, Saturday and Sunday 1200-1930.

Two outdoor pools, No. 419 and 518, for military personnel and guests, located in NATTC area.

One indoor pool is located in Bldg. 614. This pool is open to officers, enlisted personnel dependents, and guest. It is open daily 0800-2000 except when organized instruction is being conducted.

One outdoor pool, No. 715 is located on Mustin between Saratoga and Enterprise. Primarily for use of Waves, Junior Officers and guests.

Officers Pool, located at Officers Club on Mustin Road.

Chief Petty Officer Pool, located at CPO Club on Yorktown Ave. and Mustin Road.

### GOLF COURSE

An 18-hole golf course is located on Mustin Road, and is open to both military and civilian personnel. The clubhouse carries a complete line of golfing equipment, and has clubs for rent. Open daily from 0800 to sunset. Nominal monthly fees are charged.

### FISHING CAMP

Located on the St. John's River near water tanks on Ranger, on dirt road. Outboard motors, fishing boats and shrimp nets may be checked out here. Fishing licenses are required by law and may be purchased at Special Services Office, Bldg. 704, during regular working hours. The fishing camp is open from 0800 to sunset daily, ext. 8440. Fishing gear may be checked out from Gear Issue Room, Bldg. 704.

### TENNIS

Tennis courts are located behind the BOQ on Mustin Road; at the WAVES Barracks on Enterprise; and in the NATTC area.

### HOBBY SHOP

Bldg. 896 on Ajax Street. Tools, materials for automotive repair work, woodworking, welding, boat building, metal work, ceramics, plastics, plane, train, and place models, photography, leatherwork. Open 1200-2200 seven days a week.

### BOWLING CENTER

Sixteen lanes are maintained at NAS in Bldg. 609. All alleys operated under American Bowling Congress specifications. Brunswick equipment is utilized throughout the Center. The Center is open 0800-2400, Monday through Saturday; 1200-2400, Sunday. A Snack Bar and a pro shop are included in the Center.

# Cecil Field



CAPTAIN SPENCER D. WRIGHT, USN  
Commanding Officer

U. S. Naval Air Station, Cecil Field

Captain Spencer D. Wright was born in Newberry, S.C., on May 24, 1913, and was graduated from Newberry College in 1938. He entered the Navy and was designated a Naval Aviator in 1939. He assumed command of Cecil Field Master Jet Base on June 29, 1964. Prior to this assignment he served in the Office of the Chief of Naval Operations, Washington, D.C.

COMMANDER DONALD C. TAYLOR, USN  
Executive Officer

U. S. Naval Air Station, Cecil Field

Commander Donald C. Taylor was born in Rye Gate, Montana, June 19, 1914, and entered the Navy as an enlisted man in 1933. He was designated a naval aviator in 1943 and saw extensive action in the Pacific Theater. In the Korean War he was wounded in action. Prior to being assigned as executive officer of Cecil Field Master Jet Base he held a similar post with Air Development Squadron One.





# Cecil Field's Mission

One of the shortest of the Navy's sometimes bewildering array of tongue-twisting abbreviations is "CFAD" — Commander Fleet Air Detachment, in its long form — a title that is common coin at a master jet base like Cecil Field.

Cecil Field actually consists of two major organizations, distinct, but interdependent. One is the air station proper, with its own commanding officer, whose job it is to see that the station carries out its mission: primary maintenance and logistic support of the second major group, the fleet air detachment.

It is the Commander Fleet Air Detachment who coordinates squadron operations and acts as the main liaison officer between the air group commanders and the air station commanding officer.

The Fleet Air Detachment Cecil Field comprises about 15 squadrons, all but one of which are assigned to one of the detachment's four air wings. Of the air groups, three are operational units, deploying to Mayport-based Sixth Fleet carriers. The fourth is a replacement training group that trains pilots and enlisted support personnel for the entire Atlantic Fleet and maintains the Fleet standby aircraft pool.



This is the first close-up view new arrivals to Cecil Field have of the air station.

LIGHT PHOTOGRAPHIC SQUADRON 62, which won national fame with its reconnaissance flights over Cuba during the crisis of 1962, is the one Cecil Field squadron that is not assigned to an air wing. Flying modified Chance-Vaught "Crusaders" (RF-8E), VFP-62 sends aircraft detachments to all of the Atlantic Fleet attack carriers to provide reconnaissance support for fleet operations.

The replacement training group, CARRIER AIR WING FOUR, has its headquarters and three of its five squadrons at Cecil Field. VF-174, the F-8E training squadron, is based here, along with VA-44, which provides replacement training for A-4C Douglas "Skyhawk" personnel. The third squadron, VA-45, is an instrument training unit that flies the TF-9 Cougar and A-1E Skyraider. Besides its basic mission, VF-174 also serves as an augmented intercept squadron of the North American Air Defense Command (NORAD). The captain who holds the CFAD title also serves as Commander, Carrier Air Wing FOUR.



One of the most modern and impressive buildings aboard the station is the bachelor officers' quarters, located on "D" Ave.

CARRIER AIR WING ONE, assigned to the USS FRANKLIN D. ROOSEVELT for fleet operations, consists of two jet fighter squadrons and two jet attack squadrons based at Cecil, as do its sister air wings here. (All three of the deploying air wings also include an NAS Jacksonville-based attack squadron equipped with the propeller-driven A-1E Douglas Skyraider).

Assigned to CVW-1 are the VF-11 "Red Rippers," flying the Crusader; the VF-14 "Tophatters" with the F-4B "Phantom II"; and the VA-12 "Ubangis" and VA-172 "Blue Bolts," both using the A-4E.

CARRIER AIR WING THREE — deploying in the USS SARATOGA — has VF-31's "Tomcatters" in the F4B "Phantom," VF-32's "Supersonic Swordsmen" in the F-8E, and the VA-34 "Blue Blasters" and VA-36 "Roadrunners," both with the A-4E.

CARRIER AIR GROUP TEN is composed of the VF-13 "Nightcappers," with the Crusader; VF-62 "Seagoing Boomerangs" flying the Crusader; and VA-46's "Clansmen" and VA-106 "Gladiators," also using the Skyhawk.

These planes, squadrons and air wings are the master jet base's sole reason for existence. To keep the squadrons flying, the station and the air detachment sustain a high degree of cooperation at every level of air and ground operations, and it is this cooperation that keeps Cecil Field's portion of the Navy's air arm in a state of constant vigilance and readiness.



The twin bays of Cecil Field's Hangar 67 rise against the Florida sky. This huge structure houses not only several squadrons, but also a substantial part of the base's aircraft maintenance department.

# Station History

In 1941, the Navy's flight training program was expanding at an unprecedented rate under the pressures of a fast-approaching war. Existing facilities were totally inadequate to the burgeoning need, and a crash program was undertaken to acquire more living and working space for the Navy's air arm.

It was under these circumstances that the Navy, in June 1941, made a \$16,851 purchase in southwestern Duval County, Florida — a 2,600-acre tract of forest and farm land to be used as an auxiliary landing field for Navy pilots in training.

In six months, construction at the field had progressed to the point where it could support flight operations, and it was commissioned as the U. S. Naval Auxiliary Air Station, Cecil Field, Florida, named for Commander Henry Barton Cecil, USN, who had lost his life in the crash of the dirigible *Arkon* in 1933.

At the time of its commissioning, Cecil Field could boast only two hangars, one 2,000-foot diameter circular landing mat, and a small number of living, administrative and maintenance buildings, and there was nothing in its makeup or the Navy's plans for its future to indicate that it would ever get much bigger.

As the United States became more deeply embroiled in the war, however, and the Navy's flight training program began to grow, Cecil Field began to expand, too. Tangential extensions to the landing mat created four 5,000-foot runways to meet the needs of training pilots in combat flight operations, and support facilities were enlarged accordingly.

Like all other military installations of the time, Naval Auxiliary Air Station, Cecil Field, operated at full capacity through the war years, and then, when the war ended, it went into a partial maintenance status, its days as an operational station seemingly numbered.

Six months of inactivity, beginning in July 1946, ended in October of that year, when the field enjoyed a one-year revival. Then, in October 1947, it reverted to caretaker status.



The CH-19E helicopter, part of this station's air arm, is used for search and rescue missions



An important part of any air station is the communications center. Here one of this station's radiomen transmits over a voice radio circuit.

Thirteen months later, in November 1948, Cecil Field was once more rejuvenated as an operating base for fleet aircraft units and proved to be the locale that brought the Jacksonville area into the jet age.

In January 1949, Carrier Air Group 17 reported to Cecil Field with the first jet squadron ever to be based here. One month later, Carrier Air Group 1 and Fleet Aircraft Service Squadron 9 reported, and Cecil Field became fully operational again, with fleet units conducting gunnery, bombing and rocket training flights from its runways. Except for a six-month period of reduced operations early in 1950, there was to be no further interruption of Cecil Field's growth into the giant jet complex it is today.

The outbreak of the Korean hostilities in mid-1950 put Cecil Field back into business to stay, and its growth was given further impetus when the station was selected for development as a master jet base under a plan proposed in 1949 by Captain R. W. D. Woods (now Rear Admiral, Ret.).

The Woods plan called for the establishment of a small number of air stations designed specifically for the operation of jet aircraft — stations near enough to the Navy's seaport bases to draw on them for logistic support, yet far enough from main population centers to serve as a base for further expansion in time of emergencies and large enough to allow for expansion of facilities to keep pace with the advancing technology of the jet age.

Cecil Field was one of four bases selected for such development, and it was thus that the long-time auxiliary field served as the foundation on which could be built a major base capable of serving the Navy's newest and biggest jet aircraft.

Early in 1951, the land area of Cecil Field was increased to 4,600 acres and by July of that year, a multi-million-dollar construction program was underway to fit the field for its new role. Four new, 8,000-foot runways, laid out in right-angled pairs, began to take form, and new buildings to serve a growing population began to rise.





Cecil Field Operations Tower

One year later, on June 30, 1952, the auxiliary field became a full-fledged naval air station, and the Jacksonville area had the South's first master jet base.

The commissioning of the new air station, though, was in actuality only a formality that added impetus to its growth. An immense building program, already underway in 1952, has continued almost without interruption to the present day, and Cecil Field now boasts one of the biggest and most modern plants of its kind in the Navy.

Naval Air Station, Cecil Field is, in fact, a small city that is a valuable part of Jacksonville's industrial complex. Occupying about 16,000 acres, the station boasts an annual payroll of almost 11 million dollars, contributes \$500,000 in local purchases to the area's economy each year, and represents a total value of \$75,000,000 to the taxpayer.

Four carrier air wings, made up of about 15 jet squadrons, make their home at Cecil Field, flying from the Duval County base for operations with the Sixth Fleet in Eastern Atlantic maneuvers and in deployments to Southern Europe and the Mediterranean area.

Cecil Field's four runways, including a new 12,500-foot strip, handle a year-round average of more than 16,000 landings and take-offs a month in an operational and training flight schedule that functions around the clock.

A giant, million-dollar jet engine repair shop provides complete repair facilities for the aircraft based here; a new flight physiological training center keeps pilots "sharp" against the physical demands of flying today's high speed, high altitude planes; complete administrative and logistics facilities assure that fuel, ammunition, and provisions will be available when they are needed and in the quantities in which they are needed; and, ample housing, medical, recreational and subsistence facilities provide for the more than 5,000 men who make up the force assigned to the base.

Far enough from populous areas that residents are not unduly bothered by jet noises, clear of commercial air traffic lanes, and possessed of all year flying weather free of the icing conditions that plague other areas, Cecil Field's prospects for continued development and its status as a permanent installation seem assured, and it takes pride in being a living and growing member of the greater Jacksonville community.

# General Information

On this and succeeding pages, you will find information about the facilities available for service members at Cecil Field, and also some of the base's rules and regulations. The first section deals with topics most new arrivals want to know about, such as civilian clothing regulations and Navy Exchange facilities.

The second section covers the recreation and entertainment facilities here, including clubs and sports programs.

Information about subjects like the recreational facilities available in the city of Jacksonville and in surrounding communities is carried in the general information section of this booklet.

## REPORTING ABOARD

If you have orders to NAS Cecil Field, whether for duty or for further transfer (FFT), check in first at the station officer of the day's office in Bldg. 12.

If you have orders to a fleet unit, report to your squadron's duty office. If your unit is deployed, then check in at Bldg. 12.

## VEHICLE PASSES

To operate a car aboard NAS Cecil Field, you must have (1) your auto's registration, (2) a valid state driver's license, (3) insurance with a company licensed in Florida, or having the power of attorney here, on your vehicle amounting to at least "10-20-5" liability (\$10,000, 20,000 and 5,000). The Cecil Field bumper sticker is honored at NS Mayport and NAS Jacksonville. Stickers are issued at the pass office in Bldg. 327, near the main gate.

Car owners who have proof of insurance but no policy can get a temporary sticker good for ten days. Cars without stickers may be parked in the lot outside the main gate at no charge for ten working days.

## CAMERAS AND FIREARMS

All cameras and firearms must be registered with the Security pass office at the main gate. Firearms owned by barracks residents will be kept at the station armory.

## CIVILIAN CLOTHING

All hands are permitted to keep civilian clothes aboard the base, and to wear them off-base on leave or liberty, and on base to the theater, bank, Navy Exchange, church, the commissary store and station recreational facilities.

Personnel checking on or off leave may wear "civvies." Petty officers, second class and above, may wear them in the station messhall.

Civilian dungarees are not considered appropriate attire, and may be worn only for sports activities or for work such as car repairs.

## LIBERTY

Liberty hours and sections are normally determined by the unit you're assigned to.

No one may travel more than 150 miles from Cecil Field on liberty without an out-of-vicinity pass (Form 6ND-GEN-402). Passes should be requested on special

request forms. Those with a pass must observe the following distance limits:

Mode of Travel	48-Hour	72-Hour
	Liberty	Liberty
Automobile	300 miles	500 miles
Train/Bus	350 miles	600 miles
Commercial Air	600 miles	750 miles

## ON-BASE HOUSING

Cecil Field has 18 officers' quarters and 79 enlisted men's housing units (duplex style). Quarters and housing units are assigned on a departmental or squadron basis, so if you wish to live on base, you should submit a special request to your department head or unit C.O. The length of the waiting list for housing depends on what unit you're assigned to.

The rental for both officer and enlisted housing is the full BAQ. For more information, call the housing office at ext. 445.

## OFF-BASE HOUSING

For outside rental listings, call station ext. 445.

## HOUSEHOLD EFFECTS

Household effects for personnel based here are processed at NAS Jacksonville. If you have sent personal property to this area for temporary storage, call NAS Jacksonville ext. 640 (the station's number is EV 9-7711). To call there from Cecil Field, dial 7 and then the extension.

Cecil Field's Supply traffic branch in Bldg. 68 (ext. 460) has application forms and pamphlets covering the shipment of household effects. The branch provides assistance in arranging the shipments.

## BACHELOR OFFICERS' QUARTERS

The BOQ, Bldg. 331, is located on "D" Ave. across from the service station. It's facilities include:

DINING ROOM: Open Monday-Friday as follows: breakfast, 0615-0745; lunch, 1130-1300; and dinner, 1730-1900. Open Saturday, Sunday and holidays; breakfast, 0700-1030; brunch, 1130-1300; and dinner, 1730-1900.

BOQ BAR: Open Monday-Thursday, 1600-2100; Saturday, 1200-2100; Sunday and holidays, 1500-2100.

BARBER SHOP: Open weekdays, 0830-1630.

PACKAGE STORE: Open Monday-Friday, 1100-1700; Saturday, 1000-1700; Sunday, 1100-1700.

## ENLISTED MEN'S BARRACKS

The CPC and enlisted men's barracks are located on "B" Circle on either side of the messhall (Bldg. 91). The chief master-at-arms office is in Bks. 92, and the linen locker is in Bks. 92.

MESS HALL HOURS: Monday-Saturday; breakfast, 0600-0730; lunch, 1030-1215; and dinner, 1630-1800. Sundays and holidays; brunch, 0730-0900 and 1000-1215; and dinner, 1630-1800.

## PASSES, PERMITS AND VISITORS

IDENTIFICATION CARDS: Dependents over 10 years old must have an identification card to make use of the Exchange and recreational facilities here. The cards are prepared by the security department (by the main gate). If you want to arrange for your dependent to get a card, submit a special request to your unit personnel officer.



**VISITOR'S PASSES:** General visiting is not permitted at Cecil Field. Guests must be met at the gate by someone based here in order to come aboard. Visitors on official business, or with an organized group, are allowed aboard. Automobile visitor's passes are issued at Security.

**PROPERTY PASSES:** If you transport government-owned property off the station, you must have a property pass (NavSandA Form 155) signed by an officer.

## TRANSPORTATION

Pick-up stations are located around the base for catching rides to and from the main gate. Hitch-hiking outside the station is prohibited.

**LIBERTY BUS:** A Navy liberty bus makes two runs from Cecil Field to downtown Jacksonville each evening. Its schedule is as follows:

<i>Pick-up Stations</i>	<i>First Run</i>	<i>Second Run</i>
Depart Bldg. 12	1730	1930
Depart Galley	1735	1935
Arrive Downtown	1830	2030
Depart Downtown	1840	2040
Arrive Cecil Field	1910	2110

**NAS JACKSONVILLE BUS:** a bus from this station makes four trips daily to NAS Jacksonville, starting at 0730, 1200 and 1400. The bus leaves from the station OOD's office (Bldg. 12).

The first and last NAS Jacksonville busses stop at the Sacred Heart School for Cecil Field dependents enrolled there.

**COMMERCIAL BUSSES:** a city bus leaves the Trailways Bus Terminal downtown at 0030 nightly for Cecil Field.

The Greyhound Bus Line's Jacksonville Terminal has busses leaving for Cecil Field at the following times: 0215, 0600, 0900, 1300, 1500, 1715 and 2130.

Greyhound busses bound for Jacksonville pass the main gate here at the following times (approximately): 0310, 1100, 1350, 1710, 2125 and 2300.

## ON-BASE TRANSPORTATION

For official trips aboard the station, call the station taxi at ext. 487.

## FINANCE OFFICE

The Navy Finance Office branch here, located in Bldg. 8, handles travel claims any time during working hours. They are normally processed within three working days after submission. Special pay is handled during working hours before 1400.

Information about starting or stopping an allotment of any kind is available at the NFO branch.

## POST OFFICE

Stamps and money orders are on sale at the station post office in Bldg. 5 (Navy Exchange building). You must check in at the post office to get your name and local address registered in the station locator file.

Mail is ready for delivery weekdays and Saturdays at approximately 0830 and 1330.

The mailing address for this station is:

Joe Doakes, PO4

Your unit's P.O. box number

U.S. Naval Air Station

Cecil Field, Fla. 32215

## LEGAL OFFICE

The legal office is in Bldg. 12. (Admin building). Legal assistance is available there for service members and their dependents. Besides the legal officer, a notary public is assigned to legal. The office's number is ext. 208.

## DISPENSARY

Sick call at the dispensary (Bldg. 199, off "D" Ave.) is held weekdays from 0800 to 0900 and from 1300 to 1400 for both military personnel and dependents. Emergencies are treated any time.

For information, phone ext. 401.

## DENTAL CLINIC

Dental sick call is held every weekday from 0730 to 0800. Appointments are made on the basis of the sick call examinations. Emergencies are treated any time.

The dental clinic is in Bldg. 39, phone ext. 260.

## RELIGIOUS ACTIVITIES

Cecil Field has both Protestant and Catholic chaplains. Their offices are located in Bldg. 25, behind the station chapel. Members of the Jewish faith may contact the chaplains' office at ext. 311 for information about Jewish services and activities in Jacksonville.

## DIVINE SERVICES

### PROTESTANT

Sunday School at 0930 Sunday.

Chapel services at 1030 Sunday (communion once each month).

Choir practice at 1930 Thursday.

A junior high fellowship group meets Sunday in the Chapel.

### CATHOLIC

Mass Sunday at 0800 and 1200; weekdays at 1120; Saturday at 1120; and Holy Days at 1120 and 1600.

Confession before every Mass.

## CREDIT UNION

A branch of the Jax Navy Federal Credit Union is located in Bldg. 26 (opposite the Navy Exchange). The union is open weekdays from 0830 to 1500.

## BANK

A branch of the Barnett National Bank operates in Bldg. 26. The branch handles checking and savings accounts, and can issue traveler's checks, money orders and savings bonds. The bank is open weekdays from 1000 to 1400. On paydays, it remains open until 1500.

## COMMISSARY STORE

The station commissary store, located in Bldg. 30, is open from 1000 to 1700, Tuesday-Thursday, from 1000 to 1800, Friday, and from 0800 to 1400, Saturday. Parents are encouraged not to bring young children into the store.



F-8 Crusader

## CLOTHING AND SMALL STORES

The clothing and small stores issue room is located in Building No. 24. The C&SS store is open weekdays from 0900 to 1100 and from 1300 to 1500. The store is closed on Wednesday afternoons.

## THE NAVY EXCHANGE

In the following list of Navy Exchange facilities aboard the station, the time schedule for each facility is the same as the retail store unless specified otherwise.

### RETAIL STORE

The retail store in Bldg. 5 stocks clothing, electrical appliances, cosmetics, school supplies, cameras, jewelry and other such items. The store is open weekdays from 0900 to 1630 and Saturday from 0900 to 1200.

### COUNTRY STORE

The country store stocks gardening supplies, paint, sports equipment, toys, hardware and similar items. The store is adjacent to the retail store in Bldg. 5.

### LAUNDRY AND TAILORING

A combination self-service laundromat and laundry-dry cleaning pick-up counter is operating in Bldg.

51. The laundromat has 24 washing machines and six steam dryers. This facility is open from 0900 to 2200 Monday through Saturday.

A tailor shop and laundry-dry cleaning pick-up facility is located in Bldg. 5.

## BARBER AND BEAUTY SHOPS

The Exchange barber shop is in Bldg. 5, and operates weekdays from 0830 until 1630, and Saturday from 0830 to 1200. Saturday is dependents' day at the shop.

The station's beauty parlor is located in Bldg. 17 across from the station theater. Its hours are the same as those at the retail store. Patrons may arrange appointments at the shop for Saturday afternoons.

## CAFETERIAS

The Exchange operates two cafeterias; one is at Operations (Bldg. 82) and is open from 0800 to 2400 daily. The main cafeteria in Bldg. 5 operates from 0730 to 1530 on weekdays, and from 0730 to 1200 Saturday.

An outdoor canteen, which has the same schedule as the main cafeteria except that it is closed Saturdays, is located between Hangars 13 and 14. A mobile canteen makes the rounds of the station during the morning and early afternoon.





The main Navy Exchange building houses the retail store, the country store, a cafeteria, and several other shops and offices.

## SERVICE STATION

The Exchange service station's facilities include oil changes, pumps, a grease rack, air pumps and an automotive accessories store. Certain automobile repairs are performed by the service station's staff.

Gulf Company gasoline credit cards are honored at the station.

## BEVERAGE STORE

The beverage store, the Oasis, is located behind the Navy Exchange building. Beer and soft drinks are on sale there by the carton or case.

## COBBLER AND WATCH REPAIR

Shoes in need of cobbler work may be dropped off at the Exchange tailor shop in Bldg. 5. In the same building is a watch repairman.

## *Service Organizations*

### NAVY RELIEF

The Navy Relief Society's Cecil Field branch is located in Bldg. 25 near the station library. The branch office here is open weekdays from 0730 to 1600. The duty chaplain, who may be contacted after working hours and on weekends through the station OOD's office, handles emergency requests for Navy Relief aid.

## RED CROSS

The Red Cross offices are in Bldg. 25, and are open weekdays from 0800 to 1600. For emergency service, a Red Cross worker is on duty at NAS Jacksonville 24 hours a day. To reach the Red Cross here, call ext. 377. Call the NAS Jacksonville operator to get in touch with the Red Cross at that station.

## STATION NURSERY

The station nursery in Bldg. 12 takes care of children for a nominal hourly fee. The nursery is open Monday-Thursday from 0700 to 1630, Fridays from 0700 to 0100, Saturday from 1800 to 0100 and Sunday from 0730 to 2200.

## SCOUT ORGANIZATIONS

The station has Boy Scout, Girl Scout and Brownie troops and a Cub Scout pack. Most of the Scout organizations hold weekly meetings and sponsor special events such as field trips and contests.

For information about any of the Scout groups, contact the chaplain's office, ext. 311.

## DEPENDENTS' BASEBALL

There are baseball teams for dependents in three different age groups aboard the station during the summer. The teams compete against other teams from the local area.



## *Recreation and Entertainment*

### OFFICERS' RECREATIONAL FACILITY

The officers' recreational facility is on the west side of the golf course. Happy hour at the ORF bar is from 1600 to 1800 each Friday. Dinner is served from 1800 to 2100 Fridays, and from 1700 to 2100 Sundays. Game night starts at 2000 Wednesdays. To reserve the ORF for private parties, call ext. 8180.

### OFFICERS' SWIMMING POOL

The officers' pool behind the ORF is open Tuesday-Sunday from 1100 to 1800 during the swimming season. (April to October). The ORF snack bar is open during pool hours.

### CPO CLUB AND POOL

The Chief Petty Officers' Club, in Bldg. 221, is open daily from 1100 to 0100. The club's package store is open from 1000 to 2200 daily. Family game night is held each Friday at the club beginning at 0730.

The CPO swimming pool beside the Navy Exchange building is open from 1100 to 1800 daily except Mondays. The pool may be reserved for private parties through the CPO club manager at ext. 320.

### THE BEACON CLUB

The Beacon is divided into two clubs, the Acey-Ducey Club (for petty officers first and second class) and the Windjammer Club (for petty officers, third class, and below).

Activities at the Beacon include dances every Friday and Sunday evenings at 2000, a game night every Tuesday evening beginning at 2000 and happy hour prices from 1700 to 1800 Wednesdays.

The Beacon is open Monday-Thursday from 1600 to 2330, on Friday, from 1600 to 0030, on Saturday from 1300 to 2400 and Sunday from 1300 to 0030. The Beacon's snack bar closes at 2200 every evening. The club's color television is turned off at 2300 nightly.

### EM SWIMMING POOL

The EM swimming pool beside the Beacon is open Tuesday-Sunday from 1100 to 1800 during the swimming season.

## *Special Services*

Cecil Field's Special Services is centered in Bldg. 4, one block north of Hangars 13 and 14. Facilities in the building itself include a weight-lifting room, a ticket office where tickets to Jacksonville shows and sporting events are sold from 1200 to 1600 weekdays, and a ham radio shack that is manned during working hours for military personnel who wish to arrange phone patches or send messages.

### ATHLETIC DIRECTOR

The athletic director, whose office is in Bldg. 498 manages all the station's sports programs. Competition sports sponsored aboard the station include bowling, tennis, golf, softball, touch football, volleyball and basketball. The athletic director is available during



The OASIS is the Navy Exchange's beverage store. Beer and soft drinks are on sale there.



This view from the air shows the officers' recreational facility and the officers' swimming pool.



The chief petty officers' club has a package store, a bar, and facilities for dining and dancing.



working hours for information and advice about all types of sports and recreational facilities, both on and off base.

### GEAR LOCKER

The athletic gear locker, in Bldg. 4, features sports equipment of all kinds, including complete outfits for fishing or camping trips. Small rental fees are charged for certain items.

Most gear may be checked out on a weekly basis. The gear locker is open every day from 0730 to 1600.

### HOBBY SHOPS

The hobby shop automobile garage, located beside the station firehouse, is open from 1200 to 2000 every day except Monday. The garage has a grease rack and two car-wash stalls, and tools are available for check-out by auto hobbyists.

The ceramics hobby shop in Bldg. 4 is open from 1200 to 2000 Tuesday through Friday, and from 1200 to 1900 Saturday. The shop has three kilns and over 400 different ceramics molds. Instruction is provided by a professional ceramist.

The carpentry shop, also in Bldg. 4, is equipped with a variety of hand and power tools. It is open every day from 1200 to 2000.

### SPORTS FACILITIES

Among the sports facilities aboard this station are six tennis courts, a handball court opposite the mess hall, an archery range by the jet engine facility and a pistol range by Bldg. 501 (station ordnance).

### INDEPENDENT CLUBS

The station has an officers' wives club, and several of the squadrons based here sponsor officers' or enlisted wives' clubs. For information about these organizations, check with personnel within your unit.

### STATION NEWSPAPER

A bi-monthly station newspaper — The Afterburner — is published by the station Service Information Office for the benefit of all personnel aboard the station. The Afterburner is distributed free of charge throughout the station on alternate Fridays.

### BOWLING ALLEYS

The station has eight almost-new bowling lanes with automatic pinsetters, located in the Navy Exchange building. The lanes are open from 1100 to 2330 on weekdays, from 1200 to 2300 on Saturday and from 1300 to 2330 on Sunday.

Normally six to eight leagues keep the lanes in use Monday through Thursday evenings. In addition to the leagues for military personnel, Cecil Field has an officers' wives' league, an enlisted wives' league, and a junior league. More information on the various leagues is available at the bowling alley.

### GOLF COURSE

The station's golf clubhouse is adjacent to the officers' housing area. The 18-hole course and the pro



The nineteenth hole, otherwise known as the golf clubhouse, is considered by many golfers the most enjoyable hole on the station course.

shop are open daily from 0700 until sunset.

Cecil Field has both a men's and women's golf association. Information about both groups is available at the golf clubhouse.

There is a snack bar in the clubhouse, which is open from 1000 to 1800 weekdays, and from 0800 to 1800 weekends.



This young dependent is passing the heat of the day in the wading pool beside the main EM swimming pool.

### DEPENDENTS' SUMMER PROGRAM

Special Services sponsors a training program in sports for dependents each summer. Usually the sports in which training is offered include bowling, tennis, swimming, golf, ceramics and archery. The program is free of charge. Qualified instructors are on hand to give the training.

For more information about the summer program, contact the athletic director.

### STATION THEATER

Feature movies are shown every evening at the station theater. Shows are ordinarily started at 1900. There are matinee shows at 1400 on Saturday and Sunday.

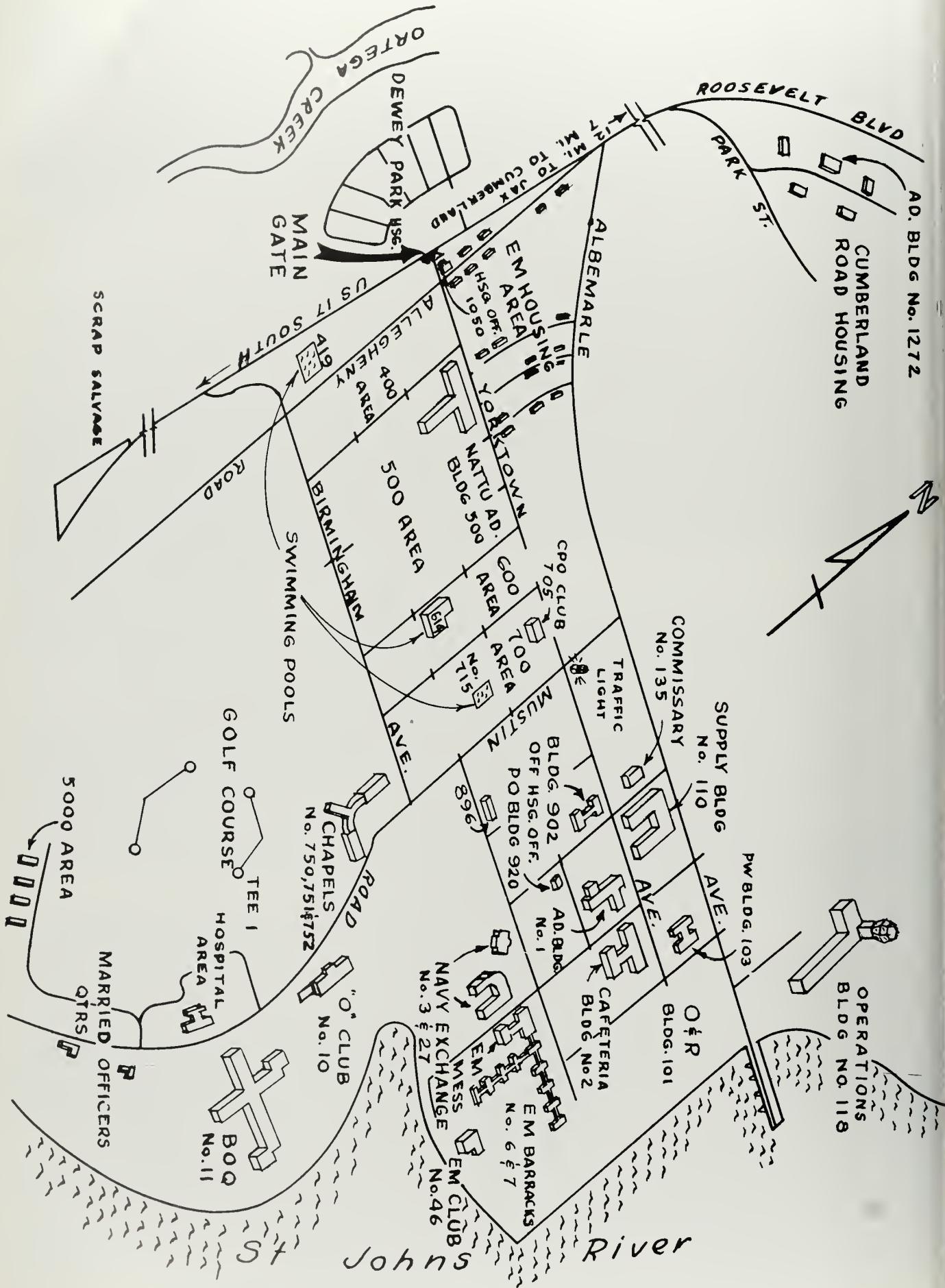
### HUNTING AND FISHING

Both hunting and fishing are permitted aboard this station, but all state and local game regulations must be observed. Station hunting and fishing permits are available at Security. Cecil Field hunters and anglers must have state licenses as well. The licenses are on sale at the Special Services office in Bldg. 4.

For information about the areas and seasons in which hunting is permitted, contact the station athletic director.

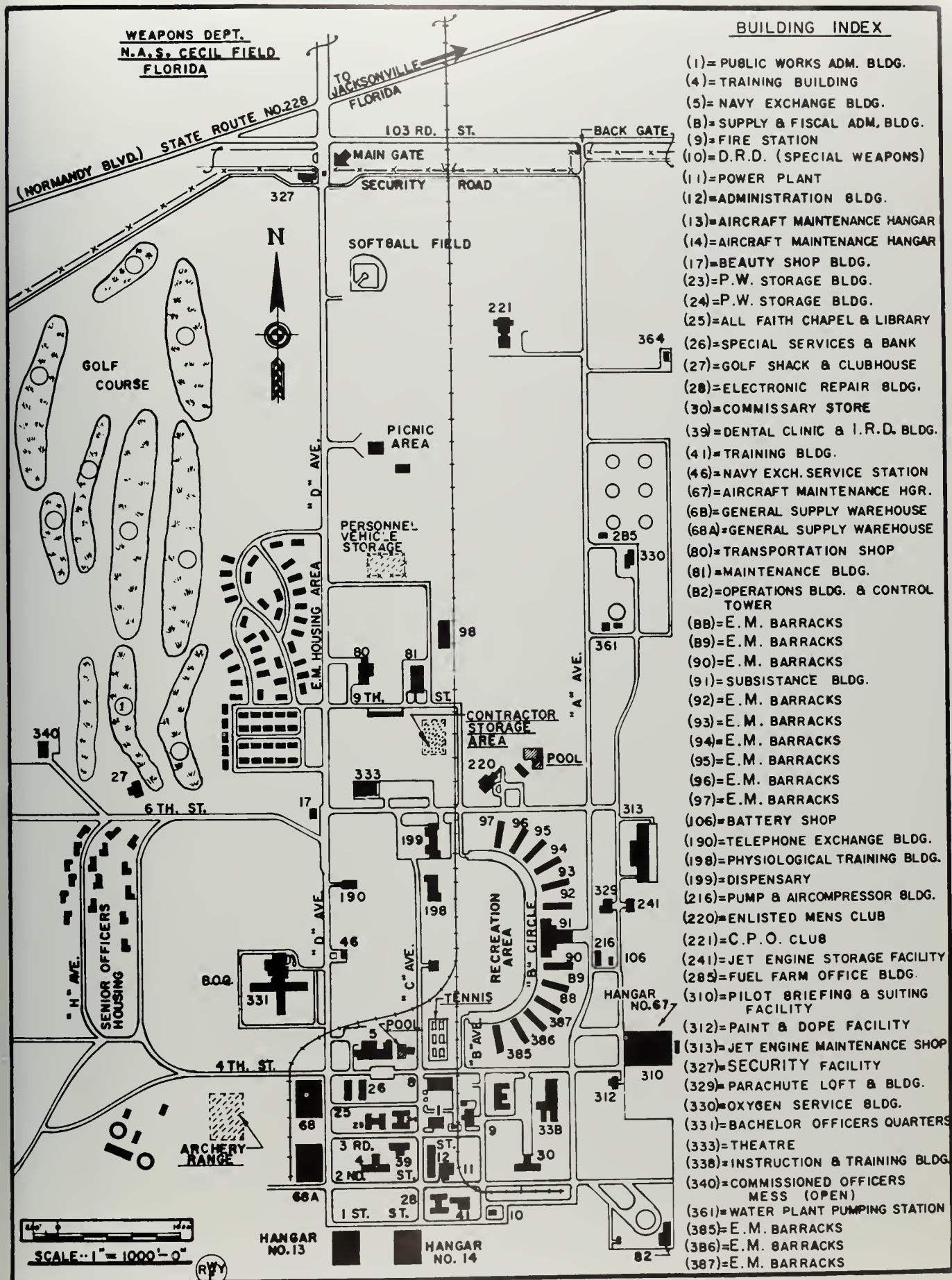
A series of fishing contests is held here each year for military personnel. First, second and third prizes go to the best anglers in both fresh and salt water competition. Contest entry blanks are available in Bldg. 4.

# U. S. Naval Air Station, Jacksonville





## U. S. Naval Air Station, Cecil Field







# *Welcome to Mayport*

We are happy to have you join us at a Naval Station which has distinguished itself in providing "the finest service to the finest fleet!" and which is making daily progress in serving our country and our community.

The Naval Station Mayport is rapidly expanding and will soon become one of the most important and valuable assets of the Atlantic Fleet. Our mission at Mayport is to "provide, as appropriate, logistic support for the operating forces of the Navy and for dependent activities and other commands as assigned." Though simply stated, this is a tremendous task which requires the personal interest and devotion to duty of every man assigned here.



CAPTAIN CHARLES HERMAN TURNER, USN  
Commanding Officer U. S. Naval Station,  
Mayport, Florida



COMMANDER JOHN G. OSBORN, JR.  
UNITED STATES NAVY

Captain Charles H. Turner, born in Savannah, Ga. on Feb. 29, 1912, entered the Naval Academy on 24 June 1931 and was graduated with the class of 1935. He completed flight training at Naval Air Station, Pensacola, Fla. in July 1939 and during World War II served a two-year tenure of duty as Commanding Officer of Torpedo Squadron Three. Capt. Turner's post war assignments include a tour as Air Group Commander aboard USS FRANKLIN D. ROOSEVELT; Commanding Officer USS ANTIETAM and Commanding Officer USS VALCOUR. He served as Chief of Staff, Commander FIRST Fleet prior to assuming command of U.S. Naval Station Mayport on July 15, 1963.

Among his decorations are two Distinguished Flying Crosses; three Air Medals; Presidential Unit Citation (USS YORKTOWN) and the Asiatic-Pacific Theatre ribbon with four stars.

Commander John G. Osborn, Jr., Executive Officer of U. S. Naval Station, Mayport, was born in Sheboygan, Wisconsin, on Aug. 4, 1920. In October of 1941 he received his commission as a Navy Ensign and was assigned to duty aboard the USS SAVANNAH where he served as Senior Aviator for three and a half years. His career includes assignments as Commanding Officer Attack Squadron 35, Commanding Officer Naval Air Mobile Training Group, and Naval Advisor to Chinese Air Force in Taiwan. Among his decorations are the Distinguished Flying Cross with one star, Air Medal with two stars, and Commendation Ribbon with V.

# *The Mayport Story*

## HISTORY OF U.S. NAVAL STATION MAYPORT, FLORIDA

The U.S. Naval Station, Mayport, Florida, is located on the east coast of United States at the base of the south jetty of the St. Johns River in Duval County, Florida. It is eighteen air miles from the U.S. Naval Air Station, Jacksonville, Florida. The city of Jacksonville, Florida, is fourteen water miles to the west. Immediately adjacent to the base on the northwest is the village of Mayport, Florida. Six miles to the south on the Atlantic Coast are the towns of Atlantic Beach, Neptune Beach, and Jacksonville Beach, Florida.

There is a heavily wooded live oak area to the south of the Ribault Bay basin and the landing fields. To the east are the south and north jetties and the mouth of the St. Johns River.

At the present time the base comprises 3,309 acres. Mayport's 8,000-foot runway is capable of landing the largest transports and fastest jets currently in military service. In providing logistic support to the fleet the station's runway is unique in that both transports and jets can taxi within 300 feet of carriers berthed in the basin. Located on the coast, Mayport is frequently a divert for carrier aircraft operating off Mayport. Mayport's helicopter pilots share the Sea-Air Rescue (SAR) duty with NAS Jacksonville and NAS Cecil Field and are frequently called upon in cases of downed pilots, overturned boats, drowning victims and similar incidents.



RIBAULT BAY, Mayport's carrier basin named in honor of the French Fleet Commander Jean Ribault who landed at the Mayport site in the year 1562.

The Mayport story begins in 1562 when a small French squadron anchored near the mouth of the St. Johns River in North East Florida and an envoy was sent ashore to visit a sleepy little Indian village in search of much-needed supplies. A council was called together headed by Indian Chief Saturiba and arrangements were completed later that night.

Early the next morning, French Huguenot Commander Jean Ribault sailed his tiny group of vessels into the bay and was greeted by the Chief whose braves replenished the vessels.

From the days of Ribault's first visit, nearly 400 years ago, until the present, the importance of Mayport has been realized by military minds of many nations. Old maps indicate that the station's site has been under occupation by Indians, French, Spaniards, the English, and Americans since the Sixteenth Century. History recalls that soon after Ribault's return to the old world, two great European powers, Spain and France, made plans to occupy this area.

The Indians in this area were driven out by the slave traders of South Carolina in the opening years of the Eighteenth Century. Later, in 1740, General Oglethorpe, during his expedition against the ancient city of St. Augustine, made the island across from Mayport his base of operation and from here commenced his march down the coast of Florida.

During the Revolutionary War period, Florida was occupied by the English and there was evidently an English village on the site of the present Mayport Station.

At the outbreak of the Civil War, a Confederate Company from Jacksonville was based at Mayport and later joined the main Confederate forces in Tennessee. Prior to leaving here the Confederates buried their guns and these were not uncovered until their discovery in the early 1930's.

In April of 1939 the Navy Department initiated plans for this area which included a site along the south jetties for the development of an aircraft carrier basin. In December of that year, Ribault Bay was selected as the location for such a basin. In 1941 the Mayport land area surrounding Ribault Bay was purchased and development started. However, in May 1941, Congress postponed plans for a carrier berthing facility at Mayport and the area was developed for crash boat and patrol boat training.

In 1942 additional land was acquired and a landing field and taxiway were completed in June of 1943, along with a dispensary building and numerous other structures. In July of 1943 the status of the station was



Mayport's Administration Building, home of the Commanding and Executive Officers.





The A3J VIGILANTE is one of the Navy's newest and fastest aircraft. These aircraft have been carrier-qualified aboard Mayport-based flattops.

changed to that of a Sea Frontier Base and the base saw some action in the training of recruits. During World War II the station was also used as a fueling station for submarines and was home port for a mine-sweeping group.

Contracts for the carrier pier on the north side of the basin, runway extension and dredging of Ribault Bay were let prior to July 1951 thus placing Mayport's first major increment of construction and improvement underway. The land area of Mayport was increased to 1426 acres by 1951 and additional funds were requested for acquisition of lands and further construction.

In 1952 the carrier berthing facility on the north side of Ribault Bay was completed and dredging of the basin had provided a depth of 40 feet. The basin measured 3000x2000 feet and the steel waterfront bulkhead was one of the largest in the state of Florida. During 1952 the mission was assumed to provide facilities to support regular operations of fleet carrier aircraft as assigned; support of aircraft carriers, destroyers and other types of vessels requiring port facilities; and support of fleet aircraft staging functions and fleet carrier landing practice for aircraft in the Jacksonville area.

In April 1955, Carrier Division TWO, moved headquarters to Mayport. This was the first time that a headquarters of this type had been located ashore at Mayport and in December of 1955 Mayport was named home port of its second aircraft carrier, the USS FRANKLIN DELANO ROOSEVELT (CVA-42).

During the next four years, Mayport facilities were continually expanded and improved and in 1959, the U.S. Naval Auxiliary Air Station, Mayport, became a link in the nation's newest and fastest automatic teletypewriter communications system. At this time the Navy put into operation a 48 thousand-mile network interconnecting 236 teletypewriter stations in 31 states.

On 1 July 1959 the U.S. Naval Auxiliary Air Station, Mayport, Florida was redesignated U.S. Naval Station, Mayport and was placed under the operational control of the Chief of Naval Operations. In April 1963 the station was placed under the Bureau of Naval Weapons.

In late Aug. 1960 site investigations were studied for the location of 540 Capehart Housing units. Known as Bennett Shores (named after Florida Congressman Charles E. Bennett), the 540 Capehart units and 140 additional units (Military Construction) were dedicated during ceremonies held Dec. 7, 1962. This date also marked the 20th anniversary of Mayport Naval Station. The 680 units, for both station and fleet officers and enlisted men, were constructed at a cost of ten million dollars.

Mayport now has an 18-hole golf course. A nine-hole, par 36 golf course, was commissioned on 15 August 1960 and the "back-nine" was dedicated September 1, 1964.

The station's rapid expansion is clearly illustrated by the number of buildings and facilities completed since 1959, the many projects presently under construction and the large number of units now in the planning stages. The six-lane Bowling Alley was completed in April 1961, the Commissioned Officers Mess in May, the Enlisted Men's Club and the Chief Petty Officers Mess in June, and part of the Utilities and Services and outdoor recreation facilities in Sept. and November.

A new combination Dispensary and Dental Clinic was opened in April 1963. Built at a cost of \$450,000, they encompass nearly 20,000 square feet, all air conditioned. In June 1963 Mayport opened its re-modeled Navy Exchange Retail Store. Complete with a recessed display window, the new construction doubled floor space from 2900 to 5800 square feet. Contract work cost \$40,000.

A new barracks and mess hall was completed and opened in April of 1964. The three-story 300-man barracks and the one-story 300-man mess hall were constructed at an overall cost of \$780,000. The barracks contains 78 rooms for other enlisted personnel. The barracks also have lounge areas for TV viewing and other recreation. Both buildings are equipped with central heat and air conditioning; and provide a home away from home for personnel stationed at Naval Station, Mayport. The 1964 construction program for Mayport also included expansion and renovation of the

(Continued next Page)

Commissary Store facility. Floor space was doubled and additional parking areas provided. The increased facility has greatly enhanced the service the Commissary Store renders to station and ships personnel.

In the 1965-69 five-year military construction plan, the following are included: A combination crash/structural fire station, estimated cost \$120,000; a 300-seat Chapel, estimated cost \$300,000; a Fleet Training Center, comprising 18,000 square feet at an estimated cost of \$328,000; and a Fire Fighting School facility comprising 4,480 square feet at an estimated cost of \$247,000.

The growth of Naval Station, Mayport, continues at a steady pace expanding the finest service to the world's finest fleet.

Today Mayport is one of the Navy's most important, strategic, and rapidly developing East Coast bases. It is the home-port of three aircraft carriers, one destroyer tender, twenty-four destroyers, three guided missile frigates, two oilers, one ammunition ship and numerous other vessels. Mayport is considered a vital link between ships based here and as such is an important part of our nation's overall defense posture.

## *General Information*

### **PASSES AND PERMITS**

#### **PRIVILEGE IDENTIFICATION CARD**

All dependents, over ten years of age, must have a PIC (Privilege Identification Card) in order to patronize the Commissary Store, Navy Exchange Store, and activities of Special Services. This card also serves as a Naval Station Gate Pass for dependents. Application for a PIC must be made at the Personnel Office, Building #53 (Map #4) between the hours of 1300 and 1530 Monday through Thursday. Dependents of personnel serving aboard Mayport-based ships must submit a completed "Application for Uniformed Services Identification and Privilege Card" (DD Form 1172). This form must be verified by the Executive Officer or Personnel Officer of the ship on board which the serviceman is assigned. The dependent concerned must be present at time of application in order that identification photo may be taken and to sign card prior to lamination. For further information call Extension 224.

#### **PROPERTY PASSES**

Personnel transporting any articles of equipment from the naval station shall present to the guard at the gate either a "Personal Property Pass" or a "Public Property Pass" signed by a Commissioned Officer.

#### **VISITOR'S PASSES**

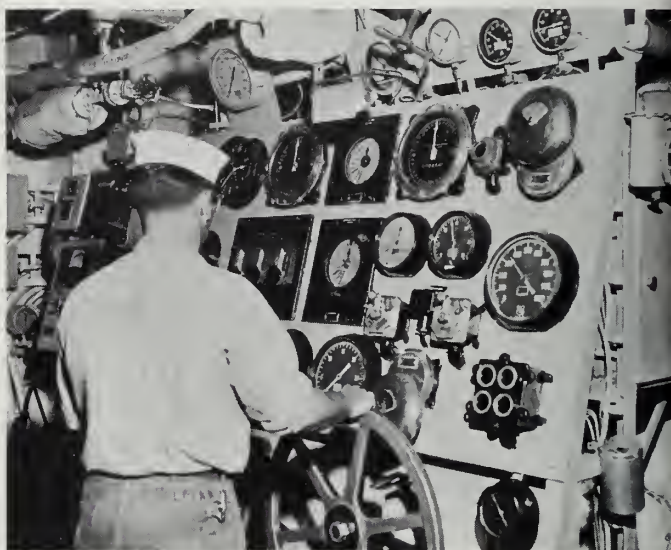
General visiting aboard the station is not permitted. However, organized groups or the general public (during special occasions) business representatives, and other persons having official reason for entry, friends and/or relatives of personnel stationed aboard, may be permitted aboard the station. Visitor's passes are issued at the Security Office located at the Main Gate (Map #100).

### **AUTOS AND MOTOR VEHICLES**

#### **DECALS**

All personnel who desire to operate or park motor vehicles, including motorcycles, on Navy property must register their vehicle with the Security Officer and obtain a Mayport decal. The Security Office is located at the Main Gate (Map #100). To register a vehicle, both naval and civilian personnel must have:

- (1) Proof of ownership (certificate of title, registration, or bill of sale)
- (2) Liability insurance policy showing a minimum coverage of 10/20/5.
- (3) Valid State Driver's License.
- (4) Military identification card or civilian identification badge.
- (5) Vehicle Safety Inspection form — 6ND NAS JAX



During exercises at sea, destroyer engineman, at throttle board, works under 100 plus degree temperatures and sees little sunlight.

located at the Main Gate (Map #100). To register a vehicle, both naval and civilian personnel must have:

- (1) Proof of ownership (certificate of title, registration, or bill of sale)
- (2) Liability insurance policy showing a minimum coverage of 10/20/5.
- (3) Valid State Driver's License.
- (4) Military identification card or civilian identification badge.
- (5) Vehicle Safety Inspection form — 6ND NAS JAX 5101/4 (3-60). Forms are available at Police Sergeants Desk in the Security Office or at the Navy Exchange Service Station. Inspection may be conducted by any civilian service station or by the Navy Exchange service station. If inspection is conducted by civilian service station name stamp as well as signature must appear on form.
- (6) If applicant is not the owner of the vehicle, the owner's notarized statement authorizing use of vehicle must be presented.
- (7) Properly completed Decal Application forms. These forms are available at the Security Office.

#### **TRAFFIC REGULATIONS**

Upon being issued a station decal you will receive a copy of Instructions covering traffic regulations.





A Navy F8U Crusader is hoisted aboard the mighty Shangri-La at Mayport.

## MAYPORT MIRROR AND SIO OFFICE

The MAYPORT MIRROR, station newspaper, and the Service Information Office (SIO) are located in Bldg. 9 (Map #5). Copies of the MAYPORT MIRROR can be obtained in the Navy Exchange, Commissary and Bldg. 9. Telephone extensions for the MAYPORT MIRROR and SIO are 226 and 238. BENNETT SHORES residents desiring to publish items in the BENNETT SHORES BULLETIN should contact the SIO office.

## UNIFORM REGULATIONS

Uniform regulations within the SIXTH Naval District are established by U.S. Navy Uniform Regulations and instructions issued by the Commandant, SIXTH Naval District. Uniform regulations in the Jacksonville area (50 mile radius) are established by Commandant, SIXTH Naval District and the Senior Officer present in the Jacksonville Area and the Senior Officer Present in the Sub-Area Mayport and are listed in detail in the SOPA manual.

## OFFICERS AND CHIEF PETTY OFFICERS

Tropical Uniform Khaki Long is the uniform of the day 1 April through 31 October. Tropical Uniform White Long may be worn when occasions or duties indicate more formal dress.

Service Dress Khaki is the uniform of the day 1 November through 31 March. This uniform may be worn without the coat only while on naval reservations



or proceeding in government vehicles, private vehicles or taxicabs directly to or from home or between military installations in the area. Neckties will be worn at all times with this uniform.

#### ENLISTED MEN OTHER THAN CHIEF PETTY OFFICERS

Working Blue Bravo (formerly undress Blue Bravo) is the Uniform of the Day 1 November through 31 March.

Working White Alpha or Bravo (formerly undress White Alpha or Bravo) is the Uniform of the Day 1 April through 31 October.

Service Dress Blue Bravo is the liberty uniform for the period of 1 November through 31 March.

Service Dress White Alpha (formerly undress white Alpha) with neckerchief may be worn 1 April through 31 October (White Tropical Long is optional).

#### SEASONAL OPTIONS

The Uniform of the Day will be as listed above except that during periods of unseasonable weather appropriate deviations will be authorized by commanding officer.

#### LEGAL OFFICE

The Legal Office is located in Building 9 (Map #5). The Legal Officer is a qualified lawyer and a member of the Florida Bar and provides legal assistance for armed forces personnel on active duty or retired and for their dependents. The hours for legal assistance are from 0900 to 1100 and from 1300 to 1500, Monday through Friday. Appointments are not necessary unless urgent personal affairs require the assistance of the Legal Officer during other than the above hours. Telephone ext. 247.

#### WEAPONS

Article 1271, U.S. Navy Regulations, established the definition of "dangerous weapons" and clearly outlined the policy concerning them. Current Mayport instructions reiterate this policy. Dangerous weapons are defined as any type of firearm, explosive device, compressed air or gas-powered gun, metallic or chain knuckles, blackjack, billie, any folding knife with a blade over four inches in length and all quick-opening knives of the switch or spring type regardless of blade length, or any handmade device which might be used for assault.

Navy regulations prohibit possession of dangerous weapons as defined "Except as may be necessary to the proper performance of duty or as may be authorized by proper authority."

No person shall "have concealed about his person any dangerous weapon, instrument, or device; or any highly explosive article or compound on board any ship, craft, or aircraft of the Navy or within any naval station or other place under the jurisdiction of the Navy Department." (Exception: Sheath knives may be worn while actually engaged in work requiring their use but may never be carried in a concealed manner.)

#### BUS SERVICE

Commercial Bus Services to and from Mayport Naval Station are regularly scheduled. Jacksonville City Buses terminate their trip to Jacksonville at the Trailways Bus Station (500 West Adams St.) in downtown Jacksonville. Their first run starts at 0540 and continues to run every hour until 0430 the following morning.

On week days the Naval Station Shuttle Bus runs through the station to Maine St. to Pier C-2 and to Wonderwood Road at Mayport Road from 0645 to 0815. Shuttle Bus runs commence at the EM Club at 1015 and run throughout the day every half hour on a prescribed route until the clubs are secured. On week ends and holidays runs start at 0845 on a 30-minute schedule.

#### HITCHHIKING

COMSIX DISTRICT INSTRUCTION 1620.5A prohibits hitchhiking within the Sixth Naval District and defines hitchhiking as endeavoring by words, gestures, or otherwise, to beg, invite or secure transportation in any motor vehicle not engaged in passenger carrying for hire or otherwise acting as a commercial passenger carrying for hire or otherwise acting as a commercial passenger service, by officers and/or enlisted men and women of the naval service at any point within the boundaries of the Sixth Naval District.



A Mayport Tug Master prepares to push one of Mayport's giant aircraft carriers to the pier.

#### HARBOR (SURFACE) OPERATIONS

Harbor (Surface) Operations Mayport is unique in the fact that both shore duty and sea duty personnel are assigned as a team to perform service to the fleet.

Harbor Operations, service craft branch, is comprised of nine harbor tugs for movement of the numerous ships homeported at the station. Mayport tugs are commanded by selected chief petty officers and petty officers first class and manned by a crew of 8 to 10 men, including engineers, electricians, a cook and deck hands. Crew members are on sea duty and are berthed and subsisted on board each vessel.

Harbor Operations, port services and repair branch, consist of the YR-23, a floating repair vessel, capable of conducting maintenance and repair of assigned craft short of a major shipyard overhaul. A Bosn's Locker, serves as headquarters for stowage of deck tackle, wire splicing facilities and a sail maker. The combination of the YR-23 and Bosn Locker makes it possible to accomplish necessary repairs and upkeep of assigned service craft and small boats.



**BUSY SPOT**—Air Controlmen are kept busy in Mayport's Operations Tower. Fleet Air Wing Eleven patrol planes log over 5,000 landings and take-offs per month.

### SHORE PATROL

The Shore Patrol Headquarters is located at 310½ S. 1st Ave. in Jacksonville Beach, the phone number is CH 9-5917. The mission of the Shore Patrol is to render assistance to all members of the Armed Forces, and maintain good order and discipline. The Jacksonville Beach Shore Patrol works closely with the townships of Jacksonville Beach, Neptune Beach, and Atlantic Beach.

### MOBILE TECHNICAL UNIT TWELVE MISSION

MOTU-12 has civilian contract engineers and enlisted technicians assigned, to provide specialized technical skills and knowledge to improve Fleet electronics and ordnance material readiness. This is accomplished by assisting and training shipboard personnel, thus supplementing the capabilities of other training and repair activities.

### LOCATION

MOTU-12 is located in Building 36, U. S. Naval Station, Mayport, Florida, and may be contacted during normal working hours (0730-1600) at CHerry 9-9071

extensions 535/536. A detachment of MOTU-12 at U. S. Naval Station, Key West, Florida, is also available.

### HOUSEHOLD EFFECTS

The Household Effects Section of the Supply Department is located in Building 24. The telephone extensions are 295/296. Hours of operation are from 0800 to 1600, Monday through Friday.

This office is responsible for receipt of incoming shipments of household effects and arranging for delivery when desired by owner. Inspection services are provided whenever possible. Personnel expecting incoming shipments of household goods should contact this office, immediately upon arrival in the area. The Household Goods Transportation Loss & Damage claims office is also located in Bldg. 24, telephone extension 233.

The Household Goods Section also accepts and processes applications for outgoing shipments of household goods including temporary and non-temporary storage, express shipments, shipments of valuables, personal effects, and assists in shipment of POV's overseas. Further and specific information can be obtained by contacting this office.



# Services and Activities

## CLUBS

### ENLISTED MENS' CLUB

The new Beach Enlisted Mens' Club offers a variety of services and entertainment to all Enlisted Men stationed at Mayport and aboard Mayport-based ships. Dances are held in the large ballroom on Tuesday, Friday, Saturday and Sunday evenings as well as Sunday afternoons. Well-known local bands play for dancing. The Club is available for private parties at any time. The club features a large ballroom, family rooms for private parties and a sandwich bar. For further details concerning private parties contact the Club Manager at Extension 595 or 596. The Enlisted Mens' Club is #37 on the Map.



Enlisted Men's Club

### RIBAULT CLUB

Located on the bank of the St. John's River (Map #30), the Ribault Club offers numerous facilities for Navymen. The Club features an outdoor patio for the summer months, a terrazzo dance floor, and a variety of other facilities including a 160-seat restaurant. There are also pool tables at the club for the enjoyment of its patrons.



Bayview Club for 1st and 2nd Class Petty Officers

### BAYVIEW CLUB (ACEY-DUCEY CLUB)

Located on the hill next to the Administration Building (Map #2), the Bayview Club provides numerous facilities for First and Second Class Petty Officers and their guests. Dances, game nights, and happy hours are a regular feature of the Bayview Club. The phone number at the Club is Extension 426.



Chief Petty Officer's Club

### CHIEF PETTY OFFICERS CLUB

The CPO Club located at the north end of the jetties offers its patrons a rounded program of activity in adequately appointed quarters. Dancing is held on Saturday evenings and a happy hour and Sunday Special buffet are just a couple of the weekly features. The CPO Club (Map #41) Manager may be reached at extension 431.



Officer's Club

### OFFICERS CLUB

The Officers' Club located between the Enlisted Mens' Club and the CPO Club (Map #40) is open to all commissioned officers in the Armed Forces, on active duty, retired officers, and their dependents. Buffets, game nights, beer musters, happy hours and dances are scheduled periodically. For a schedule of current events planned by the club, contact the Club Manager at Extension 413 or 414.

The Enlisted Mens' Club, The CPO Club, and the Officers' Club have their own beaches in front of the respective clubs and are open seven days a week from 10 a.m. until 6 p.m. Lifeguards are on duty at all times.





## HOUSING

Mayport's Capehart Housing Project, Bennett Shores, was dedicated Dec. 7, 1962. The project is named for Florida Congressman Charles Bennett, a long-time strong supporter of U.S.N.S. Mayport.

Applications for Capehart Housing for eligible station personnel are accepted at the Station Housing Office, Bldg. 189 (map #23). Shipboard personnel are required to apply through their ships.

The majority of the Enlisted and Junior Officer units are 3 bedroom, with some 2 and 4 bedroom units. All are duplex units with 25% furnished and 75% unfurnished. Senior officers have single 3 or 4 bedroom units. There are 528 Enlisted units, while Officers have 152 units.

All units have: central heating and air conditioning, automatic washing machines, stoves, refrigerators, garbage disposals, hook-ups and vents for clothes dryers but not dryers, and clothes poles in back yards. Pay grade E-4 with 7 years of service and senior pay grades are eligible for the Capehart units.

A current listing of civilian apartments and houses for rent and for sale is maintained at the Station Housing Office. Personnel are encouraged to consult this listing if seeking quarters.



## DISPENSARY

A dispensary is located on the station on Baltimore Ave., across from the Coast Guard Lighthouse and the Enlisted Men's Club, in Bldg. 298 (map #36), which provides outpatient medical care to armed forces personnel, both active and retired, and their dependents, who are in the area.

Military sick call for active duty personnel is held 0800-0900 and 1300-1400, Monday through Friday and 0800-0900 on Saturday, Sunday and holidays. Limited inpatient care is provided for active duty personnel. Sick call for retired personnel is held 0800-0900 week days.

Outpatient medical care for dependents is provided as outlined below. Patients are seen by appointment only during the morning clinics while those who cannot wait for an appointment and who have urgent medical problems can be seen during open clinic hours in the afternoons (except Thursday afternoons).

Immunizations are given routinely, Monday through Friday from 0730 to 0830.

Regular clinic hours at the dispensary are 0800 to 1600 daily except Thursday afternoon, Saturday, Sunday and holidays. Emergencies will be seen at any time. Telephone numbers are: 249-9027 or 249-9038.

## DENTAL CLINIC

The dental clinic, composed of five dental officers, provides dental care for station personnel and ships without dental officers. Routine appointments are made during sick call between 8 a.m. and 9 a.m. weekdays. Emergency treatment is rendered any time. The location of the dental clinic is in Bldg. 298 (map #36).



## CHAPLAIN AND RELIGIOUS SERVICES

The Chaplain, whose office is located directly behind Barracks 5, is available to offer counsel to service personnel and their dependents concerning personal and religious problems. The Chaplains conduct religious services for members of their respective faith and provide coverage for personnel other than the Catholic or Protestant faith. Phone numbers for the Chaplains' offices, are: Catholic 405, Protestant 408. Should emergencies occur after normal working hours, the Chaplain may be contacted by calling the OOD at Extension 204 or 205. Religious services for Catholic and Protestant personnel are conducted on a regular scheduled basis in the station chapel, (Chapel of the



Chapel of the Holy Spirit.

Holy Spirit), located at the rear of Barracks 5. Specific information regarding Holy Days of obligation, instructions, Baptism, etc., for Catholic personnel may be obtained by contacting the Catholic Chaplain's office. Information regarding Protestant youth fellowship, Protestant Choir and special Protestant services may be obtained by contacting the Protestant Chaplain's office. Members of the Jewish, Christian Science and Latter Day Saints faith may contact the Station Protestant Chaplain's office regarding religious activities for these faiths in the local community.

## COMMISSARY STORE

The Commissary Store is located in Bldg. 46 (map #29). All military personnel, married or single, in uniform or civilian attire, and their dependents may purchase from the Commissary Store by presenting proper identification.

The store is open Tuesday through Saturday. Closed on Mondays and all legal holidays.

## NAVY EXCHANGE FACILITIES

### BARBER SHOP

The Barber Shop is located in Building #24 (Map #13) and is open from 0800 to 1630 Monday through Friday and Saturdays from 0830 to 1230. Dependents are given preference on Saturdays. Chief Petty Officers and Officers wishing a hair cut are advised to call extension 212 for an appointment.

### CAFETERIAS

Four cafeterias at the Naval Station offer patrons well-rounded restaurant service convenient to most parts of the station. These cafeterias are located in Building #13 (Map #11), the Operations Tower (Map #28), the Ribault Club (Map #2) and the Enlisted Mens' Club (Map #37). The Navy Exchange also operates a mobile canteen service. This vehicle makes stops on a regular schedule in areas of activity about the Station.

### COBBLER, LAUNDRY, AND DRY CLEANING

These services are provided by the Navy Exchange in Bldg. #24 (Map #13). The store is open from 0800 to 1630 Monday through Friday and 0900 to 1200 on Saturdays (Map #11).

### NAVY EXCHANGE MAIN STORE

The Navy Exchange Store (Map #8) offers a wide variety of merchandise to its patrons. Items such as clothing, film, toilet articles, toys and magazines



The well stocked display room in the self-service Clothing and Small Stores.

may be purchased at this store. Store hours are from 0930 to 1630 Monday through Friday and 0900 to 1200 on Saturdays. Telephone ext. 377, 336, 393.

### SERVICE STATION

The Navy Exchange operates a Service Station (Map #34) which provides regular and premium gasoline, auto accessories, parts, and services such as oil changes and lubrications. The Service Station also carries a wide variety of gardening tools and fishing equipment. The Service Station is open from 0830 to 1630 Monday through Friday and 0900 to 1300 on Saturdays.

### SOFT DRINKS, CASE BEER DRIVE-IN

A package beverage store selling beer and soft drinks by the case and six-pack is located at the Navy Exchange Gas Station (Map #35). Hours of the store are from 0930 to 1630 Monday through Friday and 0900 to 1300 on Saturdays.

## TELEPHONE CENTERS

PUBLIC TELEPHONE CENTERS are located conveniently about the station offering both local and long distance service. Personnel are urged to have sufficient change available unless charges are to be collect. Only Official Calls may be made from Official Navy telephones.

## POSTAL SERVICES

Personnel reporting to the Naval Station for duty will "check in" with the Postal Directory, Fleet Mail Branch, located in Bldg. S26 (Map #27), to secure their correct mailing address and to be listed in the Directory service. The Post Office is located in Bldg. 210 (Map #24), near the Main Gate, where money orders can be obtained between the hours of 0800 to 1530 Monday through Friday and on Saturday from 0800 to 1130. The Post Office remains open until 1600 Monday through Friday and 1200 on Saturday. The Postal Directory hours are 0800 to 1600 on week-days and 0800 to 1200 Saturdays. The Post Office is closed on Sundays and holidays.

## BANKING FACILITY

A branch facility of the American National Bank is located in Building #54 (Map #18) near the head of the Destroyer Slip. Phone 368. Check cashing and



check writing service is provided in addition to facilities for savings and checking accounts, Bank Money Orders (up to \$200), American Express Travelers Checks, Cashiers Checks, and sales and redemption of Savings Bonds. Hours of operation are: 0930 to 1400 daily; 0900 to 1200 Saturdays (Closed Wednesdays).

## CREDIT UNION

The Navy Mayport Federal Credit Union received its charter in May of 1961. The Credit Union has showed steady growth since its inception and continues to provide a vital service to those eligible. All military and civilian personnel who work at or on ships based at Mayport; employees of the Credit Union; Navy Exchange employees and members of their immediate families, are authorized to apply for membership.

The Credit Union is located in Bldg. 188 (map #6) and is open Monday, Tuesday, Thursday and Friday from 0930 to 1330. Telephone extension 404. Come in or call for further information.

## NAVY RELIEF SOCIETY

The Navy Relief Society in Building 216 is open from 0830 to 1500, Monday through Friday. Its purpose is to serve you in time of need by counselling, financial loans or grants for basic maintenance, emergency leave, and medical expenses. You may contact the Navy Relief Society on extension 407.

## RED CROSS

The Mayport office of the American Red Cross Field Director is located in Bldg. 210 (map #24) near the Main Gate. The Red Cross Field Director's Office acts as liaison between Naval personnel and Naval authorities and serves both station and fleet personnel and dependents residing in Bennett Shores Housing. Telephone extension 410. After 1600, contact the Mayport Naval Station telephone operator for the emergency duty worker. All dependents residing outside Mayport Naval Station should call the Red Cross Beaches Branch Office, Neptune Beach City Hall and ask for Mrs. Marion Porter. Tel. 249-5412. Hours are 0830 to 1700. American Red Cross personnel are available to secure Health and Welfare reports and verifications for emergency leaves, (and provide financial assistance for emergency leave travel). Also, counselling in regard to transfers and discharges, government benefits, and general counseling and assistance.

## NURSERY SERVICE

The Station Nursery is located in Bldg. 211. The Nursery offers service daily, Monday through Friday, from 0900 to 1630 for children 3 months to 10 years of age. Special arrangements may be made by official groups for evening or early morning (before 0900) service. Telephone ext. 239.

## PACKAGE LIQUOR STORE

A package liquor store for personnel of the Naval Station and Mayport-based ships is located in Building #209 (Map #3) near the parking lot of the Bayview Club. The store is open daily including Saturday.

## EDUCATION

Excellent opportunities to further one's education are available in the Jacksonville area. Tuition assistance may be granted certain personnel to attend

evening classes, if the courses taken contribute to a qualification for a degree. An individual who already has a bachelor's degree is eligible for tuition assistance if he is working toward an additional baccalaureate. Tuition assistance may be granted to personnel attending evening high school classes if the courses taken are high school level and leading to a high school diploma or college entrance requirement. In order to be eligible for tuition aid, candidates must be on Active Duty in the Regular Navy or Naval Reserve, or be Army, Air Force, or Marine Corps personnel assigned to duty with the Navy. Personnel in service schools are eligible to receive tuition aid. For information concerning High School or College night classes contact the institution concerned since courses and enrollment procedures may change from time to time.

### USAFI

Over 200 courses may be taken directly from USAFI in elementary, high school, college, and vocational-technical subjects. For an initial \$5.00 fee a student may enroll in his first USAFI correspondence course. Military personnel may thereafter continue to take other USAFI courses at no further cost as long as his progress is satisfactory.

In addition to the USAFI courses, more than 6,000 correspondence courses are available through USAFI from the extension division of 44 leading colleges and universities. These courses are offered at reduced prices to military personnel under the terms of contract agreement between the Federal Government and the educational institutions.

Military personnel are eligible for USAFI courses and services if they are on active duty with Army, Navy, Air Force, Marine Corps, or Coast Guard for 120 days or more.

The General Educational Development Tests are designed to measure general development, whether acquired through formal schooling or through informal self-education. The High School Level GED Tests measure the extent to which the student has acquired the equivalent of a general high school education. The results achieved on this battery may be used to provide evidence of educational attainment for military purposes to aid schools and state departments of education in determining whether the examinee has the equivalent of a high school education, to satisfy college admission requirements, to assist secondary schools in placement and educational guidance, and to provide prospective employers with evidence of high school equivalency.

College Level GED Tests measure the extent to which the student has attained the equivalent of the education which he might have obtained through survey courses or experience in the subject areas covered by the tests at the College freshman level. The results on these tests aid colleges in determining the amount of credit.

## ENLISTED CORRESPONDENCE COURSE PROGRAM

Enlisted correspondence courses have assumed a major role in training personnel for advancement in rating. How the courses are used for this purpose is detailed in BUPERS Instruction P1430.7 (latest revision). This instruction establishes mandatory advancement-in-rating requirements, which include the satisfactory completion of specified Navy Training Courses. The current edition of the publication, Training Publications for Advancement in Rating, NAVPERS 10052, lists the Navy training courses applicable to individual rates.



For information concerning educational opportunities, advancement-in-rating requirements contact the Education Yeoman at the General Military Training Office, extension 241, Bldg. 53.

## SCHOOLS

The Duval County school system, which includes the Jacksonville schools, shares a problem with many other growing areas. Its schools, are understaffed and overcrowded, and even though there are enough school buildings, the teacher shortage has necessitated double sessions at many elementary schools.

The public school system is organized on the elementary-junior high-high school plan (Grades 1-6, 7-10, and 11-12, respectively.)

Children entering first grade must be six years old no later than 31 December of the year of entrance, must pass a school physical examination and must be vaccinated for smallpox. Pupils transferring into the system in mid-term usually can enter on a same-grade basis upon presentation of evidence of satisfactory school attendance.

Children usually are assigned to the school nearest their homes, but on the parents' request, they may be assigned to another school.

Step-by-step integration began with the first grade class entering in September 1963 and will be expanded one grade each year until the process is complete.

Detailed information about the Duval County schools can be obtained from:

Duval County Superintendent of Schools  
330 East Bay Street  
Jacksonville, Florida

## PAROCHIAL AND PRIVATE SCHOOLS

The public school system has no kindergartens, but there are many excellent private kindergartens in Jacksonville, some of which also offer first, second and third grade classes.

At the elementary school level, there is also a large number of both private and church-sponsored schools. Besides the Roman Catholic parochial school system, which offers instruction through eighth grade, several other denominations have schools that offer curricula from grades three through eight.

At the high school level, there is one Roman Catholic high school (Bishop Kenny), a private boarding and day school for boys (Bolles School), and a private boarding and day school for girls, (Bartram School), offering college prep for grades 7-12, and a co-ed day school (St. John's Country Day School) for grades 1-12.

Tuition at all of these schools, kindergarten, elementary, and high schools varies considerably, but the range would be from a minimum of \$10 per month per family for some of the Catholic parochial schools to a top of about \$2,500 per student per year for full expenses at one of the boarding schools.

## SPECIAL SERVICES ACTIVITIES

The Naval Station supports a most active athletic and recreation program with many new facilities now in operation. Hours of operation for all activities are posted in each department or may be gained by contacting the Special Services Office, ext. 228 or 229, Bldg. S-33.



The centrally-located Pro Shop is accessible to all.

## ATHLETIC GEAR LOCKER

Located in Bldg. 261 (across from CPO Club), for issue of athletic equipment, fishing gear, etc. to Naval Station military personnel.

## BASKETBALL

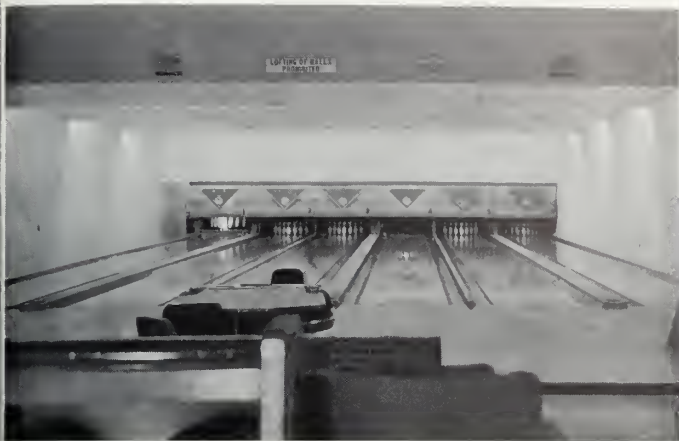
Three outdoor courts for use by all military personnel. One court is located in rear of Building #13 and two courts in Beach Recreation Area.



Crewmembers of many ships capitalize on the three outdoor basketball courts located on Mayport grounds.

## BOWLING ALLEY

The BEACH BOWL is located near the Enlisted Men's Club and has six automatic lanes open from 1300 to 2200 daily. All military personnel and dependents may use these lanes for open bowling at any time.



The newest of Mayport's two Bowling Alleys is air-conditioned and has 6 automatic lanes.



except when they are reserved for league bowling. Ships desiring to schedule league bowling must contact Special Services Office, ext. 229.

#### CAR WASH RACK

Two-car wash rack located behind Building #13 for use of all military personnel.

#### FISHING BOAT

The deep sea fishing boat is available for small organized parties. For information concerning reservation, call ext. 251

#### GOLF

An eighteen-hole golf course is located on Maine St. near the water tower. Clubs and other equipment are available at the Pro Shop. The course is open to military personnel, dependents, and invited civilian guests from 0730 to sunset daily. A nominal green fee is charged.

#### HAM SHACK

Located in Bldg. 24, 2nd Deck. Available to licensed operators. For further information call ext. 402.

#### HOBBY SHOPS

The Woodwork Hobby Shop is located in Building #246 (Map #32) and offers a variety of power and hand tools for the Do-it-Yourself fans. Qualified shop supervisor on duty.

The Auto Hobby Shop is located in the same building and is fully equipped with tools and machinery with which the patron can do any type of auto repair work. A qualified shop supervisor is always on hand to issue tools and give technical assistance.

Hobby Shops are open 1200-2000 Wednesday, 1400-2000 Thursday and Friday, 0900-2000 Saturday and 1300-1800 Sunday.

#### KAVANAUGH PICNIC AREA

Available for small group parties by reservation only. Barbecue grills, picnic tables, horseshoe pits, and soft drink dispensers are in the area. Receipt of reservation must be obtained in Special Services Office to validate reservation.

#### LIBRARY

The library is located in Bldg. 24 (Map #13) and offers thousands of volumes concerning all subjects. The library is available for use of all military personnel and dependents and contains a small section of children's books. Open on Monday through Friday from 0830 to 2100. On Saturdays the library is open from 1000 to 1700.

#### MOVIES

The Station Theater is located in Building #13 (Map #11). Movies are shown nightly at 1900 for the benefit of military personnel, their dependents and house guests. Children under 12 years of age will not be allowed to attend the movie unless accompanied by a parent. A 10c admission fee is charged.

#### OUTBOARD MOTORS

Outboard motors available to station & fleet personnel, get a can of gas free, \$1.75 first day, \$1.00 the rest from Bldg. 214.

#### PHYSICAL FITNESS AREA

Located adjacent to Kavanaugh Picnic Area. Facilities for pull-ups, jump and reach, and broad jump exercises are available. Touch football field may be used for 300-yard run.

#### SHOTGUNS

Automatic and pump 12-gauge shotguns are available in the Station Armory for checkout to Naval Station military personnel. (Valid hunting licenses are required).

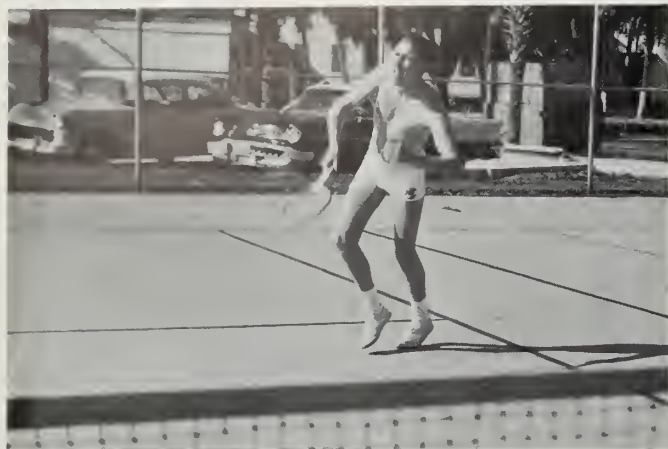
#### SOFTBALL

Softball diamonds, 6 in use, 3 with lights. Little League field and football field with lights located at the recreation area.



### SWIMMING POOL

A fresh water Swimming Pool, built to meet Olympic Standards, is located near pier C-2. The pool is available for use during the summer months to military personnel and their dependents. Pool is open Tuesday through Sunday from 1000 to 1800. A nominal fee is charged.



Try to stop that one! A Mayport sailor gets his exercise on one of the four tennis courts at the Naval Station.

### TENNIS

Four courts available for use by all military personnel and dependents. Two courts located behind Navy Exchange building and two courts in the Beach Recreation Area.

### TOUCH FOOTBALL

Located adjacent to Kavanaugh Picnic Area.

### VOLLEYBALL

Three outdoor courts available for use by all military personnel. One court located near Main Navy Exchange and two courts in Beach Recreation Area.

### HUNTING AND FISHING

Hunting and fishing aboard the Naval Station are controlled by the Commanding Officer. Sportsmen should acquaint themselves with NavSta, Mayport, Instruction 5000.1C of 26 January 1961 which states in part:

(1) Only station military personnel will be permitted to sponsor hunting aboard the Naval Station.

(2) Each hunter will be required to log in with Station Security and have a valid Florida State or Duval County hunting license.

(3) All hunting regulations and bag limits prescribed by the Florida Fish and Game Commission (located at 507 East Adams Street in Jacksonville) shall be complied with.

(4) Only hunting for quail and crow will be allowed. Quail hunting parties will be required to have at least one bird dog.

(5) No person under sixteen years of age will be allowed to accompany any hunting groups.

Any person desiring to fish aboard the Naval Station will be allowed to do so provided they log in at the Security Office. The Security Officer is responsible to place any restrictions on fishermen in the interest of safety and/or security.

A limited quantity and variety of fishing and hunting gear is available from the Special Services Office and the Athletic Gear Locker.



Carrier Basin, U. S. Naval Station, Mayport









# Jacksonville

## A Brief History

*By T. Frederick Davis*

From the tops of the tall buildings in Jacksonville, off toward the northeast, the unaided eye detects the breakers of the Atlantic near the mouth of the St. Johns River, where Jean Ribault and an exploring party of French Huguenots came to anchor on April 30, 1562. This was the discovery of the St. Johns by the white man. On the following morning Ribault entered the river and in commemoration of the date, May 1st, named it the River May. On Fort George Island that day these Frenchmen offered probably the first Protestant prayer on the North American soil. Ribault spent two days at the mouth of the river. After placing a marker of possession for France on the South Side, a replica of which has been erected in that locality, Ribault sailed northward and eventually returned to France.

Two years afterward, in the summer of 1564, a body of about two-hundred-fifty Huguenot colonists under the command of Laudonniere arrived at the River May from France. They planted their colony at the foot of the hill now known as St. Johns Bluff, on the south side of the St. Johns River between Jacksonville and the ocean. Here they built Fort Caroline, which is mentioned in every general history of the United States. In late summer of the following year, 1565, Ribault returned to the River May, bringing out from France a reinforcement of 500 colonists for Fort Caroline, provided with all equipment necessary for

permanent colonization.

Spain claimed Florida by right of discovery through Ponce de Leon and other Spanish explorers. When she learned of the French settlement within her dominions, she determined to break it up and dispatched Pedro Menendez with a strong force across the Atlantic for the purpose. It so happened that Menendez reached the coast where St. Augustine is now at the time that Ribault with his reinforcement for Fort Caroline arrived at the River May, thirty-five miles to the northward. There followed a battle at Fort Caroline. The French were practically annihilated, only some women and a few young boys were spared. About twenty-five escaped and eventually returned to France. Menendez returned in triumph to his camp, where he built the town of St. Augustine.

Then followed nearly two-hundred years of Spanish rule in Florida with no development in this section except in the immediate vicinity of St. Augustine, the locality of Jacksonville being then known by the Indian designation as "Wacca Pilatka," meaning a fording place across the San Juan. (The river was named River May by Ribault. Menendez changed the name after the destruction of Fort Caroline to Rio San Mateo, because the event transpired near St. Mathew's Day according to their calendar. Afterward the Spanish changed it to San Juan from which St. Johns is derived).

Great Britain acquired Florida from Spain in



1763 and held it twenty years. It was during this occupancy that the locality of "Wacca Pilatka" interpreted into English as the "Cowford" makes its appearance in recorded history. The English developed the Indian Trail from below St. Augustine to the Cowford, thence Georgia, into the "King's Highway." They settled estates on the south side of the river near the Cowford. The line of the ford across the river was Ferry Street in South Jacksonville to the foot of Liberty Street in Jacksonville.

Great stress was laid upon the cultivation of the indigo plant by the British.

In 1783, when the success of the American Revolution was assured, Great Britain retroceded Florida to Spain. The British left the country and their estates on the St. Johns fell into decay and ruin. The "King's Highway" grew up in brush and soon assumed its former state as merely an Indian Trail.

Spain ceded Florida to the United States in July, 1821. I. D. Hart then conceived the idea of laying off a townsite at the Cowford. He had considerable difficulty in convincing property owners, but they finally agreed to donate the land necessary for streets. The town was surveyed late in June, 1822, and named in honor of General Andrew Jackson, then the idol of Americans in the Southern country. The original boundaries of the town were Catherine and Ocean Streets, Duval Street and the River.

So, with a store, an inn, and three dwellings within its boundaries, and a population of fifteen people, Jacksonville was launched upon its career. Duval County was created the same year, 1822, and Jacksonville was designated as the County Seat.

Even in the early period people from the North came to this section seeking health. Hotels were built to accommodate them and in the 1840's it was said that every other house in Jacksonville was a boarding house. Many estates had come into existence along the St. Johns River and also in the back country. Cotton supplanted the indigo of the British; Jacksonville became the center of trade for a wide territory, by boat on the St. Johns and ox-cart caravans to the interior. In the 1850's the lumber industry attained immense proportions, being handled through the numerous saw mills of this locality; but there were also

set-backs in this period. First, the Seminole War, then several epidemics; two destructive fires, and the most severe freeze ever known in Florida's history, which completely destroyed the fruit industry. The people, however, with undiminished courage overcame these adversities and when the War Between the States commenced, Jacksonville was a prosperous town of more than 2,000 people.

This section suffered along with other sections of the South after the war from the horde of adventurers known as "Carpet-Baggers." In the 1870's the political degradation of the so-called reconstruction period was swept away. Tourists came in great numbers and Jacksonville was their headquarters.

Jacksonville was forging ahead when a yellow fever epidemic in 1888 swept the community and left its scourge of fear and dread for several years, yet it induced sanitation and general city improvement. On May 3, 1901, the city was practically destroyed by fire. In eight hours every building except the U. S. Government Building was burned, together with 23 churches and 10 hotels. It was a fifteen million dollar fire.

Again Jacksonville fought with its back to the wall and again overcame its calamity. About this time the cause of the spread of yellow fever and malaria became known — and the last bar to the hesitancy of Northern capital for investment in the far South was removed. Jacksonville rebuilt rapidly, pushing upward and outward to its present metropolitan stage.

Jacksonville did not spring up by accident. A careful analysis of its history shows that the forces operating in its behalf in the beginning were founded on sound principles of climate, health and location for trade. The first, climate, has undergone no change. The second, health, though passing through a long period of distress, is now in a state of relative perfection through medical discovery and control. The last, trade, developed through the slow states of a border settlement then by moderate, but substantial growth, to the great fire of 1901, and after that the new Jacksonville, the present Jacksonville — a modern city of brick and stone vibrating with business and industry, and yet with room for more.



A portion of the new Express-way system in Jacksonville



The busy 'heart' of Jacksonville





## *Points of Interest*

### **Atlantic Coast Line Building**

(Water Street at Pearl) The ultra-modern 17-story Home Office of the Atlantic Coast Line Railroad overlooks the picturesque St. Johns River. One hour guided tours start each afternoon, Monday through Friday, at 1:30. The new cafeteria is open to the public for lunch during the week, Monday through Friday, from 11:30 to 1:30, and on Sunday from 12:00 to 2:15.

### **Children's Museum**

(1061 Riverside Avenue) open June 1 to August 9 — Monday through Friday, 8:00 a.m. to 4:00 p.m. Open September 1 to May 31 — Tuesday through Saturday, 8:30 a.m. to 4:00 p.m. Sundays — 2:00 p.m. to 5:00 p.m. No charge for admission. Numerous educational exhibits are displayed.

### **Cummer Gallery of Art**

The Cummer Gallery of Art, sponsored by the DeEtte Holden Cummer Museum Foundation, is situated in a magnificent garden setting at 829 Riverside Avenue. It is open to the public free Tuesday through Saturday from 10:00 a.m. until 5:00 p.m., and on Sunday from 2:00 p.m. until 5:00 p.m. Concerts and lectures are scheduled for Sunday afternoons and they are open to non-members of the Gallery after ten minutes to the hour.

### **Fort Caroline**

Located on the south shore of the St. Johns River, this national monument commemorates the settlement by Huguenots in 1564 of the first substantial French colony in North America. Near the museum occurred the first international land conflict of Europeans in what is now the United States. This was the first decisive fighting in the two-century-long colonial struggle among England, France, and Spain for control of North America.

In the museum may be seen authentic Indian and French objects of the times and reproductions of the earliest pictures made by white people of the American wilderness, its people, and their customs. No admission is charged to the grounds or museum which are open daily 8:30-5:00 p.m., except Saturday and Sunday, 9:00-5:30 p.m.

### **Fort George Island**

Reached over Florida #105, which follows the north bank of the St. Johns River and is locally known as Heckscher Drive. This route goes through the tiny village of Pilot Town — famous as the spot near which Jean Ribault and his pioneering band of French Huguenots knelt for the first Protestant prayer in North America. Still standing at Fort George are ruins of early slave cabins made of "tabby rock" built by Zephaniah Kingsley who operated a huge plantation on the island between 1817 and 1868.

### **Garden Center**

(1005 Riverside Avenue) Sponsored by the Garden Club of Jacksonville. Exhibits — maintains library. Open Monday through Friday, 10:00 a.m. to 4:00 p.m.

### **Hemming Park**

Block-square park which brings subtropical beauty into the heart of the business section. During the War Between The States, Confederate forces encamped within the City. This park is named for Charles G.



Hemming, a member of the Jacksonville Light Infantry, who gave to the City the Confederate Monument which stands in the center of the park.

### Jacksonville Art Museum, Inc.

(1550 Riverside Avenue) National and local exhibits. Open Monday through Friday, 9:00 a.m. to 5:00 p.m. Sundays — 2:00 p.m. to 5:00 p.m.

### Jacksonville University

Jacksonville University is located in the Arlington section on the banks of the broad St. John's River. It is a fully accredited four-year liberal arts college.

### Mandarin

On the east bank of the St. Johns River, 12 miles south of Jacksonville. Once a thriving citrus center — now a beautiful village which is famous for its huge trees and natural beauty. It is visited by tourists because of its renown as the Winter home of Harriet Beecher Stowe, author of Uncle Tom's Cabin. Church of Our Saviour at Mandarin was erected in 1883 and contains a Stowe Memorial Window. Out State Road #13 South to Mandarin Road.

### Memorial Park

Beautifully landscaped park in the Riverside area bordering the St. Johns River. Contains a memorial fountain honoring the heroes of World War I. Designed by Adrian Pillars, the memorial symbolizes youth rising victorious from the swirling humanity of a wartorn globe.

### Public Library

(Main Building at 101 East Adams Street) A gift of Andrew Carnegie. Present library system has a total of 286,900 volumes. Special collection of books, papers, records on Florida History is housed at the above address. Open Monday through Saturday, 9:00 a.m. to 9:00 p.m. There are 7 branch libraries and 1 book mobile.

### Sports Complex

The George G. Robinson Recreational and Sports Complex bounded by Adams and Duval Streets on the north and south and Georgia and Haines Streets on the east and west, comprises three outstanding sports facilities: 1. The world famous Gator Bowl, scene of the Annual Gator Bowl Game at New Years' time and the historic Georgia-Florida Grid Classic, as well as many regional football games and outdoor events, playing annually to over 500,000 spectators. The seating capacity is 50,000 plus. 2. The New Jacksonville Baseball Park rated as one of the finest in the country. Home of the Triple A Suns, in the International League, it has for years been the scene of many major league exhibition games, playing to as many as 12,000 rabid baseball fans. 3. The New Sports Coliseum, which affords one of the most beautiful arenas in the country for basketball, ice hockey, wrestling, boxing and events such as the Ringling Bros. Circus and Holiday on Ice and other stellar attractions.

### Treaty Oak

On the south side of the St. Johns River. Turn north on Flagler Avenue, which runs off Miami Road, one block east of South Main Street. According to legend, Indians and White Men met beneath the spreading branches of this giant oak to discuss their treaties.







## *Mayport and Jacksonville Beaches*

The Jacksonville Beaches are five adjacent communities: Atlantic Beach, Neptune Beach, Jacksonville Beach and Ponte Vedra on the Atlantic Ocean and Mayport on the St. Johns River. The Beach area lies approximately 16 miles east of the metropolitan city of Jacksonville, the largest industrial city in the state. These nationally known Beaches, the site of Ponce de Leon's landing in 1513 and the settling of Jean Ribault's colony of French Huguenots in 1562, offer every opportunity for fun, frolic and healthful living.

Each of these communities offers something entirely different and yet they all share in the common bond of the unexcelled shining Beach itself. Distinctly a combined community of gracious homes the Jacksonville Beaches are only a 20-minute drive over excellent four-lane highways from metropolitan Jacksonville, an advantage very favorable for commuters. Every facility contributing to pleasant living is available here. Modern stores, adequate fire and police protection, splendid schools and stately churches plus theatres and varied recreation facilities, all add to the delightful charm of the community. Climatic conditions are ideal for this year round recreational community. Summers are always cooled by the blue Atlantic and in Winter the climate is Florida at its best. Public transportation between the Jacksonville Beaches and Jacksonville is afforded by fast, frequent service on large comfortable buses.

### *Fishing*

Probably a greater variety of fish are to be found in the immediate area of Jacksonville's Beaches, than in any other section of the entire Southeast.

Sport fishing, at the mouth of the St. Johns River, only six miles from Jacksonville Beach, and in the ocean nearby, is in many respects unexcelled anywhere in Florida. Tarpon, sailfish, bonita, dolphin, crevalle, red bass, red snapper, blue fish, mackerel and many other varieties are to be found in abundance — some in season, and some all year round.

For deep sea fishing there are sport fishing boats, and other fishing vessels always available at Mayport, only six miles from Jacksonville Beach, and nearer still to other Beach towns.

The Jacksonville Beaches front on the Atlantic Ocean on the east, and on the Inland Waterway on the west. The Inland Waterway, with its many side creeks, and the famous St. Johns River furnish excellent quiet water, year-round fishing for sea trout, red bass, drum, whiting, flounder and other varieties of edible fish.

Guano Lake — Fresh water fishing for the famous Florida large mouth black bass and other fresh water fish is available in Guano Lake — just nine miles south of Jacksonville Beach. On one end of this lake, which is about ten miles long, salt water fish abound in great numbers. Crabbing is excellent.



More people vacation in Florida to enjoy the beaches than for any other reason. Jacksonville Beach, long called "The World's Finest Beach" is one of those very good reasons.

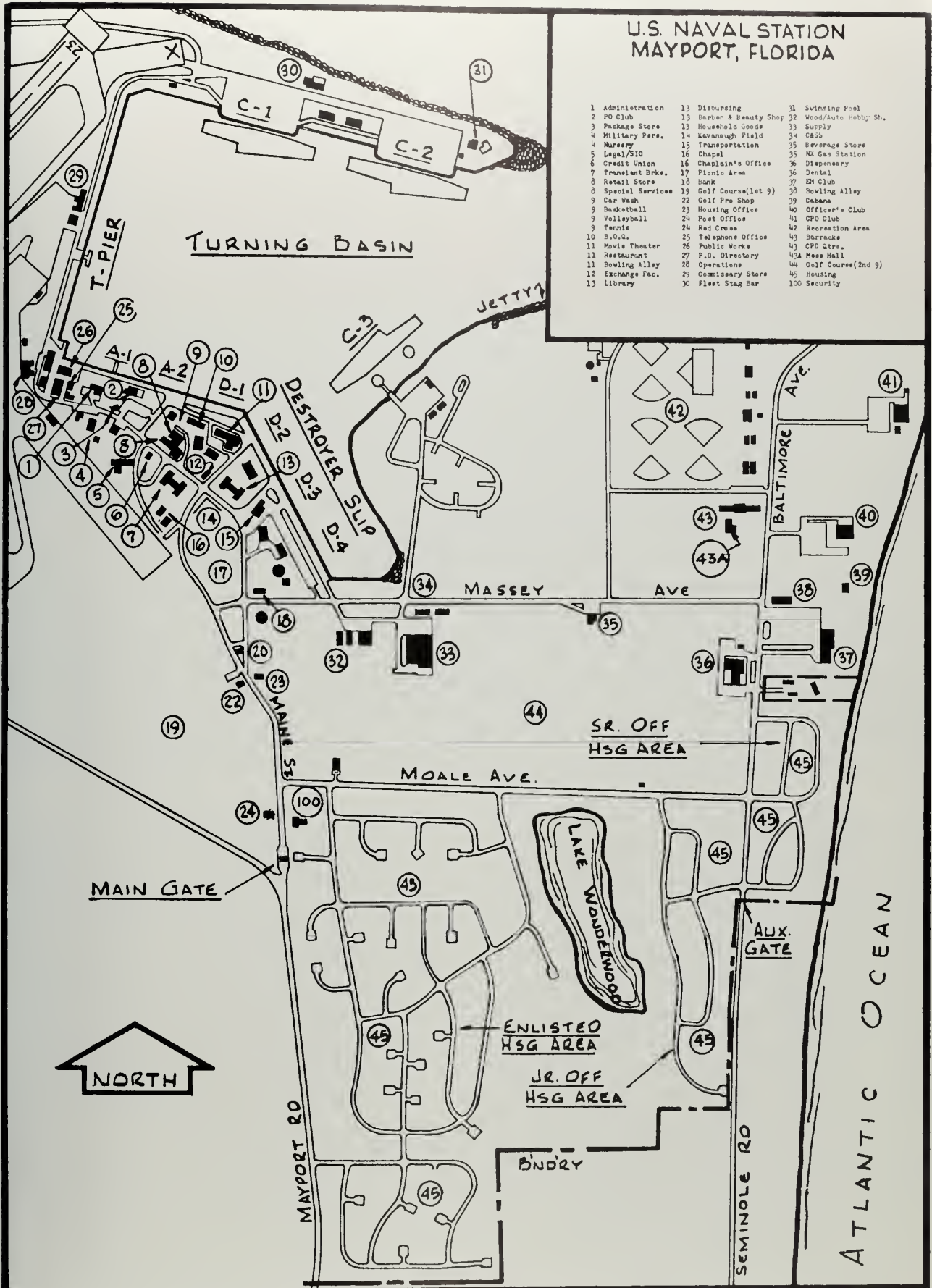


Fishing from the Jetties near Mayport



# U.S. NAVAL STATION MAYPORT, FLORIDA

- |                    |                         |                        |
|--------------------|-------------------------|------------------------|
| 1 Administration   | 13 Disbursing           | 31 Swimming Pool       |
| 2 PO Club          | 13 Barber & Beauty Shop | 32 Wood/Auto Hobby Sh. |
| 3 Package Store    | 13 Household Goods      | 33 Supply              |
| 4 Military Pers.   | 14 Kavanagh Field       | 34 C&S                 |
| 5 Nursery          | 15 Transportation       | 35 Beverage Store      |
| 6 Legal/SIO        | 16 Chapel               | 35 K&L Gas Station     |
| 7 Credit Union     | 16 Chaplain's Office    | 36 Dispensary          |
| 8 Transient Brks.  | 17 Plonic Area          | 36 Dental              |
| 8 Retail Store     | 18 Bank                 | 37 M Club              |
| 8 Special Services | 19 Golf Course(1st 9)   | 38 Bowling Alley       |
| 9 Car Wash         | 22 Golf Pro Shop        | 39 Cabana              |
| 9 Basketball       | 23 Housing Office       | 40 Officer's Club      |
| 9 Volleyball       | 24 Post Office          | 41 CPO Club            |
| 9 Tennis           | 24 Red Cross            | 42 Recreation Area     |
| 10 S.O.G.          | 25 Telephone Office     | 43 Barracks            |
| 11 Movie Theater   | 26 Public Works         | 43 CPO Qtrs.           |
| 11 Restaurant      | 27 P.O. Directory       | 43A Mess Hall          |
| 11 Bowling Alley   | 28 Operations           | 44 Golf Course(2nd 9)  |
| 12 Exchange Fac.   | 29 Commissary Store     | 45 Housing             |
| 13 Library         | 30 Fleet Stag Bar       | 100 Security           |



# ST. JOHN MOBILE HOMES, INC.

*The Most Complete Selection of Homes — New & Used — in the South*

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- KNOX

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# DIRECTORY

## N. A. S. Jacksonville

Commanding Officer, Bldg. 1 201  
Executive Officer, Bldg. 1 202

### A

Accident Reports:  
Officer of the Day, Bldg. 1 207  
Dispensary, Bldg. 8 415  
Station Police, Bldg. 9 600

Accounting Officer, Bldg. 110 323

### ADMINISTRATION DEPARTMENT

Administration Officer, Bldg. 1 304/747  
Assistant, Bldg. 1 8184  
Secretary, Bldg. 1 747/304

### Administrative Division:

Area Passenger Transportation Office, Bldg. 13 8375  
Classified Files, Bldg. 1 8609  
Correspondence Branch, Bldg. 1 437  
Duplicating Services Branch, Bldg. 1 476  
Officer of the Day, Bldg. 1 207/210  
Office Methods Branch, Bldg. 1 8184  
Post Office Directory, Bldg. 920 778  
Yard Mail Service, Bldg. 1 476

### AIRCRAFT MAINTENANCE DEPARTMENT

### Administrative Division:

Aircraft Maintenance Officer, Bldg. 200 8519/8537  
Administrative Officer, Bldg. 200 8519/8537  
Administrative Office, Bldg. 200 8537  
Barracks "A" MAA, Bks. A 8139  
Duty Office, Bldg. 200 8557  
Leading Chief, Bldg. 200 8529

### Hangar Division:

Avionics, Bldg. 117 8423  
Division Office, Bldg. 117 8339

### Line Division:

Flight Line, Bldg. 117 661  
Line Division Office, Bldg. 117 8339

### Maintenance Control Division:

Division Office, Bldg. 200 8431/8517  
Logs and Publications, Bldg. 200 8517  
Planning Coordinator, Bldg. 117 8147

### Material Control Division:

Division Office, Bldg. 200 8548/8549

### Quality Control Division:

Division Office, Bldg. 200 8538  
Technical Library, Bldg. 200 8142

### Shops Division:

Air Frames Branch Officer, Bldg. 200 8539/8528  
Avionics, Bldg. 200 8442  
Aviators Equipment Br. Officer, Bldg. 200 8539/8528  
Avionics Branch Officer, Bldg. 200 8539/8528  
Electrical Instrument Shop, Bldg. 140 281  
Hydraulics Shop, Bldg. 200 542  
Jet Shop, Bldg. 200 8520  
Magnetic Airbourne Detection(MAD), Bldg. 1974 707  
Nav/Com Shop, Bldg. 140 495  
Oxygen Conversion Shop, Bldg. 231 707  
Parachute Loft (Avia. Equip. Br.), Bldg. 148 492  
Power Plants Br. Officer, Bldg. 200 8539/8528  
Propellor Shop, Bldg. 124 8225

### Support Equipment Division:

Division Office, Bldg. 278 8460

Aircraft Refueling Service, Bldg. 1958 8437

### Air Force, 679th Radar Squadron:

Commander, Bldg. 912 655  
Administrative Officer, Bldg. 912 280/655  
Administration, Bldg. 912 717  
Charge of Quarters, Bldg. 912 280  
Communications and Electronics, Bldg. 659 8606  
Disaster Control Officer, Bldg. 118 660/760

### Air Force, 679th Radar Squadron (Cont'd):

First Sergeant, Bldg. 912 280  
Operations, Bldg. 118 660/760  
Personnel Section, Bldg. 912 717  
Security, Bldg. 912 717  
Supply, Bldg. 118 660/760

Airline Ticket Office, Bldg. 13 8375

Air Terminal, Bldg. 118 462

### American Red Cross:

Field Director's Office, NAS, Bldg. 39 552/554  
Night Duty Worker Dial 0

Area Wage and Classification Off., Bldg. 907 220/235

### Army Reserve:

Florida Sector Command, Bldg. 467 EV 4-3131  
Jacksonville Sub Sector Command, Bldg. 467 EV 7-1646/7

Attack Squadrons (See ComFairJax/ComNabSix Section)

Aviation Safety Officer, Bldg. 118 505/8488

Aviation Safety Officer, Staff, Bldg. 118 505

### B

Bake Shop, Bldg. 412 8338

Band, Bldg. 914 8469

### Bank, The Barnett National, NAS Facility:

Manager, Bldg. 39 8272  
Head Teller, Bldg. 39 8272  
Bookkeeper, Bldg. 39 8272  
Information, Bldg. 39 8272

### Barber Shops:

Officers (BOQ), Bldg. 11 8137  
Officers & CPO, Bldg. 3 351  
NATTU, Bldg. 554 8427

### Barracks, Enlisted Men:

NAS Jax. Barracks Officer, Bldg. 955 240  
Station CMAA, Bldg. 6 401  
Fleet Barracks CMAA, Bldg. 7 670  
Barracks Supply Issue, Bldg. 5 340  
NAS Barracks, Bldg. 6:

A 8139  
B 509  
C 8159  
D 8415  
E 472  
F 401  
G 8565  
Fleet Barracks, Bldg. 7:  
H 8322  
J 688  
K 662  
L 670  
M 787  
N 8315  
O 414

### Barracks (Buildings):

402 8483/8398  
543 8462  
544 543  
570 8305  
571 469  
573 8685  
575 8434  
581 782  
582 8308  
583 8581  
700 - CPO 352  
701 - CPO 8266  
710 - JR. BOQ 394



## Barracks (Buildings) (Cont'd):

711 - JR. BOQ	510
723 - Waves	8143
805 - JR. BOQ	8672
900	647
910	8248
915	539
916	8608
917	8126
930	711

Beauty Salon, Bldg. 25 218

Boat Division, Bldg. 121 419

Boat Officer, Bldg. 121 419

Bonds, U. S. Savings, Bldg. 110 8359

Bowling Alley, Bldg. 3 8675

Brig, Bldg. 12 694

Brig Officer, Bldg. 12 694

Bureau of Nav Pers Ldrshp Fld Team, Jax., Bldg. 40 746

## C

Cecil Field NAS SP 1-3211

Civilian Cafeteria, Bldg. 2 8188

## Chaplains:

Chaplain's Dept. (Catholic), Bldg. 752 8146

Chaplain's Dept. (Protestant), Bldg. 750 425/470

Chief Master At Arms, Brks. F. 401

Chief of the Watch, NAS OOD, Bldg. 1 207/210

Chief Petty Officers' Club, Bldg. 705 369

Civilian Blood Bank, Bldg. 907 420

Civilian Sick Call, Bldg. 101-W 256

Classified Files, Bldg. 1 8609

Clothing & Small Stores, Retail, Bldg. 953 356

## Clubs:

Blue Jackets Inn, EM Club, Bldg. 46 591

Chief Petty Officers' Mess Open, Bldg. 705 369

First & Second Class Petty Officers' Mess OPEN, Bldg. 601 744

Golf Club House, Bldg. 1877 8157

Jax Navy Sport Parachute Club, Bldg. 503 8780

NARTU Enlisted Men's Club, Bldg. 593 8428

Officers' Club, Bldg. 10 8154

Officers' Club Annex, Bldg. 1877 8686

## Commanding Officer's Office

Commanding Officer, Bldg. 1 201/236

Secretary, Bldg. 1 373

Commercial Airline Representative, Bldg. 13 8375

Commissary Store, Bldg. 135 319

## Commissioned Officers' Mess, Closed

## Bachelor Officers' Jr.:

Bldg. 710, Desk 394

Bldg. 711, Desk 510

Bldg. 805, Desk 8672

## Bachelor Officers' Sr.:

Barber Shop, Bldg. 11 8137

Chief Steward, Bldg. 11 342

Desk, Bldg. 11 501

## Bachelor Officers' Sr.:

Desk, Bldg. 11 502

Galley, Bldg. 11 511

Guest Room, Adm. Suite, Bldg. 11 8545

Guest Room, Alt. Adm. Suite, Bldg. 11 8554

Mess Manager, Bldg. 11 338

## Commissioned Officers' Mess, Open

Accounting Office, Bldg. 10 8120

Annex (19th Hole), Bldg. 1877 8686

Galley, Bldg. 10 8109

Lobby Desk (Reservations & Info), Bldg. 10 8154

Manager, Bldg. 10 8187

Package Store, Bldg. 10 8151

Storeroom, Bldg. 10 8109

Swimming Pool, Bldg. 10 767

## COMMUNICATIONS DEPARTMENT

Communication Officer, Bldg. 1 241

Ass't Communication Officer, Bldg. 1 379

Leading Chief, Bldg. 1 379

## Ground Electronics Maintenance Division:

Grnd Elect/RATCC Maint Officer, Bldg. 954 8363

Asst Grd. Elect/RATCC Maint Officer, Bldg. 954 8363

Leading Chief, Bldg. 954 427

Material Office, Bldg. 954 427

Mobile Electronics Equip. Shop, Bldg. 954 427

Radio Transmitters, Bldg. 131 586

RATCC Equip. Maintenance, Bldg. 118 514

Remote Radio Receiver Site, Bldg. 205 252

Shop Store #25 (Base Electronics), Bldg. 954 8405

Teletype Maintenance, Bldg. 954 427

## Rapid Communications Division:

Message Center, Bldg. 1 8643

Operations Radio, Bldg. 118 8133

Traffic Chief, Bldg. 1 736

## Registered Publications Division:

Registered Publication Office, Bldg. 1 706

Compensation & Injuries, Civilian, Bldg. 907 756

## COMPTROLLER DEPARTMENT

Comptroller, Bldg. 1 8579/8117

Deputy Comptroller, Bldg. 1 8117/8579

Asst. Comptroller for Budgets, Bldg. 1 8132

Asst. Comptroller for Internal Review, Bldg. 1 8114

NIF Budget, Bldg. 1 8132

Station Budget, Bldg. 1 8130

Central Accounting Office, Bldg. 704 738

## Accounting Division:

Fiscal Officer, Bldg. 110 323

Chief Accountant, Bldg. 110 323

Appropriation Accounting Branch, Bldg. 110 293/8692

Cost Branch, Bldg. 110 685

Editing Section, Bldg. 110 8121

Inventory Accounting Branch, Bldg. 110 8121

NIF Accounting Branch, Bldg. 110 8691

Payroll Branch, Civilian, Bldg. 110 8232

Plant Account Section, Bldg. 110 8222

Timekeeping, Civilian, Bldg. 110 8222

Timekeeping, Civilian, O&R, Bldg. 101 8169

Timekeeping, Civilian, P.W., Bldg. 103 8107

Courier Transfer Station, Bldg. 118 8112

Court Reporter, NAS, Bldg. 1 789/8362

## Crash Emergencies:

(Give Full Information Before Securing)

Bldg. 118 222

Crash Boat, Bldg. 121 419

Crash, Fire Chief, Bldg. 105 261

Crash Truck Garage, Bldg. 1936 652

Credit Union, Bldg. 39 8507

Custodian, Composite Rec. Fund, Bldg. 704 8153

## D

## DATA PROCESSING DEPARTMENT

Data Processing Officer, Bldg. 110 8510

Machine Services Division, Bldg. 110 8684

Systems Development Division, Bldg. 110 8678

Defense Surplus Sales Office, Bldg. 450 792

## DENTAL DEPARTMENT

Dental Officer, Bldg. 8	346
Administrative Assistant, Bldg. 8	416/346
Appointment Desk, Bldg. 8	416
Property & Accounting Office, Bldg. 8	416
Prosthetic Officer, Bldg. 8	751

## Department of Defense

Household Goods Field Office, Bldg. 704	573/574
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## Dependents' Information Center, Bldg. 9

Dependents, USNH, Out-Patients	8605
Adults and Children	88-245

## Directory, Postal, Bldg. 920

	778
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## Disaster Control:

Disaster Control Officer, Bldg. 1	566
ABC Element Commander, Bldg. 902	498
Alert Security Force Commander, Bldg. 400	370
Control Element Commander, Bldg. 1	241
Engineer Element Commander, Bldg. 902	214
Fire Element Commander, Bldg. 105	324
Helicopter Element Commander (CAR), Bldg. 118	505/8488
Medical Element Commander, Bldg. 8	269
Ordnance Element Commander, Bldg. 378	479
Personnel & Welfare Commander, Bldg. 955	224
Radiac Equipment Control/Issue, Bldg. 954	8363
Security Element Commander, Bldg. 9	393
Supply Element Commander, Bldg. 110	8195
Transportation Element Commander, Bldg. 105	724
COMFAIRJAX/COMNAB6 Disaster Control Officer, Bldg. 1	8198
COMFAW-11 Disaster Control Officer, Bldg. 158	570/391
Commissary Store Disaster Control Officer, Bldg. 135	319
Disease Vector Control Disaster Control Officer, Bldg. 8	714/748
MARTD Disaster Control Officer, Bldg. 900	8111
NARTU Disaster Control Officer, Hangar 113	255
NATTU Disaster Control Officer, Bldg. 500	8513
Naval Hospital Disaster Control Officer	88-203
Navy Exchange Disaster Control Officer, Bldg. 898	446/447
679th Squadron Disaster Control Officer, Bldg. 118	660

## Disbursing Division (See Navy Finance Office)

## Disease Vector Control Center:

Officer in Charge, Bldg. 8	714/748
Administration Office, Bldg. 8	714/748
Disaster Control Officer, Bldg. 8	714/748
Operations, Bldg. 8	714/748
Training, Bldg. 8	714/748
Testing and Development, Bldg. 536	748

## Dispatchers:

Sedan and Taxi Pool, Bldg. 1551	375
Heavy Equip. Operations & Truck Pool, Bldg. 197	471

## Dispensary, Bldg. 8 (See under Medical Department)

## District Resident Management Assistance Office

Bldg. 500	328
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## Douglas Aircraft Company Representative,

Bldg. 600	8421/8411
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## Driver's Test, Bldg. 13

	8204
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## Duty Officers:

COMFAIRJAX/COMNABSIX, Bldg. 1	500/8250
FAW-11, Bldg. 158	391/570
Fleet Air Detachment, Bldg. 1	500
Marine Barracks, Bldg. 401	8158/453
Medical Officer of the Day, Bldg. 8	415

NARTU, Bldg. 901	611
NAS, Bldg. 1	207/210
NATTU, Bldg. 500	8317
Naval Hospital, Bldg. H-2001	88-205

## E

Education Services & Center, Bldg. 955	618/8556
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Electronics Laboratory, Bldg. 954	427
Electronic Material Officer, Asst., Bldg. 954	8363

Employment Office, Bldg. 907	405
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## Executive Officer's Office:

Executive Officer, Bldg. 1	202
Secretary, Bldg. 1	398

## F

Federal Aviation Agency, Bldg. 118	8604
FAA Engineer-in-Charge, Bldg. 658	529
FAA Resident Air Traffic Service Specialist, Bldg. 118	8604

File Clerk, NAS, Bldg. 1	437
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Filling Station, NAS, Bldg. 26	617
Filling Station, NATTU, Bldg. 439	677

Film Library, Training, Bldg. 168	423
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Fire Chief, Bldg. 105	324
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## Fire Stations:

No. 1, Bldg. 105	324
No. 2, Bldg. 553	378
No. 3, Bldg. 165	709

## Fire Reports:

(Give full information and stand by until order to secure), Bldg. 105	333
If Busy - Dial	0

First Aid, Dispensary, Bldg. 8	415
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Fishing Shack, Bldg. 1964	8440
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Fleet Airborne Electronics Training Unit Atlantic,  
(See COMFAIRJAX/COMNABSIX Section of Directory)

## Fleet Air Jax:

(See COMFAIRJAX/COMNABSIX Section of Directory)

## Fleet Air Wing Eleven:

(See Fleet Air Wing Eleven Section of Directory)

## Fleet Reserve Association:

Branch 91	264-9166
Branch 98, Green Cove Spr.	248-9123
Branch 126	389-8061

Flight Clearance Office, Bldg. 118	225
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Flight Schedules Officer, Bldg. 118	8488
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Fuel Depot, U. S. Navy, Hecksher Drive, Jax.	PO 5-5511
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## G

Galleys (See under Supply Dept.)

## Garage:

Crash Truck, Bldg. 1936	652
Dispatchers, NAS, Bldg. 197	471/375
Heavy Equipment Repair Shop, Bldg. 195	577
Repair Shop, Bldg. 105	Day 303
	Night 471

Transportation Officer, PW, Bldg. 105	431/724
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Gasoline Storage, Supply, Bldg. 24	8176
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## General Mess:

Commissary Officer, Bldg. 725	456
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Golf Club House, Bldg. 1877	8157	Service Information, Bldg. 1	272/656
Ground Safety Superintendent, Bldg. 902	756	Telephone, Bldg. 1	406
		Weather Forecast (Tape Recorded), Bldg. 118	555
		Weather Information, Bldg. 118	454
<b>H</b>			
Hobby Shop, Bldg. 896	8378	Injury Reports & Compensation, Bldg. 907	756
Hospital:		Intelligence Field Office, 6ND, Bldg. 907	619
(See U. S. Naval Hospital Section of Directory)			
<b>J</b>			
Housing Offices:		Jax Air News, Bldg. 1	8161
Housing Office, Bldg. 1050	553	Jax Navy Federal Credit Union, Bldg. 39	8507
Housing Maintenance, Bldg. 103	325	Jax Navy Sport Parachute Club, Bldg. 503	8780
Officers' Housing, Bldg. 902	214	Joint Airlines Ticket Office, Bldg. 13	8375
<b>I</b>			
Identification and Pass Office, Bldg. 9	486	<b>L</b>	
<b>INDUSTRIAL RELATIONS DEPARTMENT</b>		Laundry and Dry Cleaning, Bldg. 106	204
Industrial Relations Officer, Bldg. 907	8108	Leadership Field Team, Jacksonville, Bureau of Naval Personnel, Bldg. 40	746
Administrative Superintendent, Bldg. 907	8597		
Mail & File Supervisor, Bldg. 907	8597	<b>Legal Office:</b>	
Employee Relations Division:		Legal Officer, Bldg. 1	789/8362
Employee Relations Supt., Bldg. 907	420	Legal Assistance Officer, Bldg. 1	789
Civilian Blood Bank, Bldg. 907	420	Court Reporter, Bldg. 1	789/8362
Employee Services Branch, Bldg. 907	8134	Discipline Office, Bldg. 1	644/8459
Incentive Awards Branch, Bldg. 907	8652	Secretary and Notary Public, Bldg. 1	789
Labor Relations Branch, Bldg. 907	8134		
Employment Division:		<b>Library:</b>	
Employment Superintendent, Bldg. 907	532	Film Training, Bldg. 168	423
Recruitment & Examining Branch, Bldg. 907	684	NAS Library, Bldg. 3	233
Placement Branch Supervisor, Bldg. 907	526	NATTU Library, Bldg. 563	8525
Employment Office, Bldg. 907	405	Naval Hospital Library, Bldg. H-2009	88-308
Battery Clerk (O&R Department):		Link Trainer, Bldg. 168	423
Performance Ratings, Bldg. 101	8116/8592	Lost Property Office, Bldg. 9	486
Promotions & Reassignments, Bldg. 101	8116/8592		
Records, Bldg. 101	8116/8592	<b>M</b>	
Reduction in Force, Bldg. 101	8116/8592	Management Analysis Office, Bldg. 1	566
Retirement & Separations, Bldg. 101	8116/8592		
Battery Clerk (PW & Misc. Dept's):		Marine Air Reserve Training Detachment:	
Performance Ratings, Bldg. 907	422	Commanding Officer, Bldg. 900	728/8205
Promotions & Reassignments, Bldg. 907	422	Executive Officer, Bldg. 900	728/8205
Records, Bldg. 907	422	Operations, Bldg. 900	8111
Reduction in Force, Bldg. 907	422	Adjutant, Bldg. 900	728
Retirement & Separations, Bldg. 907	422	SgtMaj., Bldg. 900	728
Battery Clerk (Supply Dept.):		Flight Line, Bldg. 1975	8687
Performance Ratings, Bldg. 907	483	Public Info. & Recruiting, Bldg. 900	8111
Promotions & Reassignments, Bldg. 907	483	HMM-765, Bldg. 900	8111
Records, Bldg. 907	483	MARG-14, Bldg. 900	8111
Reduction in Force, Bldg. 907	483	VMA-142, Bldg. 900	8111
Retirements & Separations, Bldg. 907	483	VMA-144, Bldg. 900	8111
Personnel Management Assistance Division:		Marine Aviation Detachment, NATTU	
Division Superintendent, Bldg. 907	8108	(See NATTU Section of Directory)	
Personnel Mgt. Spec.(O&R, Area 1) Bldg. 101	8116	Marine Barracks:	
Personnel Mgt. Spec.(O&R, Area 2) Bldg. 101W	8512	Commanding Officer, Bldg. 400	385
Personnel Mgt. Spec.(O&R, Area 3) Bldg. 101	8532	Executive Officer, Bldg. 400	385
Personnel Mgt. Spec.(Sup., Compt.,		First Sergeant/Duty NCO, Bldg. 400	385
Admin., DPD, NFO), Bldg. 907	483	Administrative Chief, Bldg. 400	370
Personnel Mgt. Spec.(PW, Sec., Oper.,		Brig Guard Officer, Bldg. 401	8497
Med., HHGFO), Bldg. 907	422	Brig Warden, Bldg. 12	694
Safety Division:		Guard/Training Officer, Bldg. 401	8497
Safety Superintendent, Bldg. 907	756	Officer of the Day, Bldg. 401	8158/453
Injuries & Compensation, Bldg. 907	756	Sergeant of the Guard, Bldg. 401	8158/453
Training Division:		Supply Chief, Bldg. 400	604
Training Superintendent, Bldg. 907	8160	MATS (Military Air Transport Service), Bldg. 13	8375
Apprentice Training Supervisor, Bldg. 101-V	232	Mayport Naval Station	CH 9-9071
Wage & Classification Division:		<b>MEDICAL DEPARTMENT</b>	
Supervisory Position Classification		Medical Officer, Bldg. 8	412
Specialist, Bldg. 907	8651		
Infirmary (See under Medical Department)			
Information:			
Dependents Information Center, Bldg. 9	8605		
Dependents, USNH, Out-Patients,			
Adults and Children	88-245		
U. S. Naval Hospital, Bldg. H-2001	88-205		
Overhaul and Repair, Bldg. 101	740		
Pass Desk, Main Gate, Bldg. 9	486		



Executive Asst. Medical Officer, Bldg. 8	493
Medical Administrative Officer, Bldg. 8	269
ACCIDENT, Bldg. 8	415
Civilian Sick Call, Bldg. 101-W	256
EMERGENCIES, Bldg. 8	415
Eye Examinations, Bldg. 8	749
First Aid Instruction, Bldg. 8	749
Flight Surgeons, Bldg. 8	251
Industrial Hygienist, Bldg. 101-W	556/761
Industrial Medical Officer, Bldg. 101-W	256
Industrial Nurse, Bldg. 101-W	761
INFORMATION, Bldg. 8	8495
Medical Officer of the Day, Bldg. 8	415
Medical Records Office, Bldg. 8	791
Medical Storeroom, Bldg. 8	413
Officers' Sick Call, Bldg. 8	251
O and R Dispensary, Bldg. 101-W	256/761
Physical Examinations (Appointments), Bldg. 8	464
Sanitation Office, Bldg. 8	614
Staff Medical Officer, Fleet Air Jax, Bldg. 8	412
Staff Medical Officer, NAB-6, Bldg. 8	412
X-Ray, Bldg. 8	249
Meteorology, Bldg. 118	454
<b>Military Personnel Division:</b>	
Military Personnel Officer, Bldg. 955	224/254
Asst MilPers Officer/Women's Rep., Bldg. 955	240
Administration/Correspondence, Bldg. 955	254/224
Adv. in Rating & Pro Pay, Bldg. 955	618/8556
Band Section, Bldg. 914	8469
Career Counsellor, Bldg. 955	618
Career Info. & Education Officer, Bldg. 955	618
Casualty Asst. Calls Officer, Bldg. 955	224/254
CI&E Br. PO Supv., Bldg. 955	618/8556
Correspondence Courses, Bldg. 955	8556
Division CPO & Br. Manager, Bldg. 955	8177
Enlisted Records Section, Bldg. 955	318/683
Insurance Officer (Life Ins.), Bldg. 955	618
Manpower Control- Enl. Reports Sect., Bldg. 955	8179
Officer Personnel Branch, Bldg. 1	8102
Reenlistment, Separation & Retirement Section, Bldg. 955	696
Special Programs (Officer), Bldg. 955	8556
Transfers and Receipts Sect., Bldg. 955	8257/8335
USAF1, Bldg. 955	8556
Voting Officer, Bldg. 955	618
Women's Barracks Officer, Bldg. 955	618
Women's Bks. Duty MAA, Bldg. 723	8143
Women's Bks. Section MAA, Bldg. 723	8143
Morrison's Food Service, Inc.:	
Civilian Cafeteria, Bldg. 2	8188
Cafeteria (Supply), Bldg. 110	8668
Vending Service, Bldg. 2	8188

## N

Naval Air Bases, 6ND:  
(See COMFAIRJAX/COMNABSIX Section of Directory)

Naval Air Maintenance Training Detachments, Jax.:

Officer in Charge, Bldg. 620	8501
Leading Chief Petty Officer, Bldg. 620	8501
NAMTRADET 1058 (SP-2E/H), Bldg. 621	8303
NAMTRADET 1060 (A-1E/H), Bldg. 620	8501
NAMTRADET 1085 (A-4E/H), Bldg. 702	587
NAMTRADET 3001 (J65), Bldg. 613	8505
NAMTRADET 3007 (Martin Baker Seat) Bldg. 613	8505
NAMTRADET 3018 (ABC), Bldg. 613	8505
NAMTRADET 4021 (Sparrow III), Bldg. 620	8501

NAVAL AIR RESERVE TRAINING UNIT

Commanding Officer, Bldg. 901	206/8104
Executive Officer, Bldg. 901	206/8104
Aviation Safety Officer, Hgr. 113	255
Leadership Officer, Bldg. 901	611
Operations Officer, Hgr. 113	255

Administrative Division:

Administrative Officer, Bldg. 901	8104
Central Office, Bldg. 901	8104
Officer-of-the-Day, Bldg. 901	611
Barracks Master at Arms, Bldg. 905	647
Barracks Master at Arms, Bldg. 911	8148

Information and Recruiting Division:

Information & Recruiting Officer/CLO, Bldg. 901	268/361
Naval Aviation Cadet Office, Bldg. 901	268/361
Enlisted Recruiting, Bldg. 901	361

Personnel Division:

Personnel Officer, Bldg. 901	360
Active Duty & Selected Reserve (AWS, VAJET, HS, VS, VP, VR, NAIRU, WEPTU), Bldg. 901	363

Training Division:

Training Officer, Bldg. 906	8163
Flight Training Office, Hgr. 113	530/347
VR/VA/VMA Ready Rooms, Hgr. 113	371
VP and VS Ready Rooms, Hgr. 113	366
ASW Flight Training Officer, Bldg. 906	8470
Aviation Technical Training Officer, Bldg. 906	458
Reserve Air Intelligence Programs Off., Bldg. 905	8470

Aircraft Maintenance Division:

Aircraft Maintenance Officer, Hgr. 113	8267
Shops/Hangar Officer, Hgr. 113	8267
Planning Officer, Hgr. 113	8208
HS Line Shack, Hgr. 114	8371
VMA/VA Line Shack, Bldg. 1975	8687

Supply Division:

Supply Officer, Bldg. 901	364
Auxiliary Stores Q, Hgr. 113	576
Auxiliary Stores Z, Hgr. 114	8371

Naval Air Technical Training Unit:  
(See NATTU Section of Directory)

Naval Control of Shipping Officer, Bldg. 200 234

Naval Facility, Green Cove Springs (Long Distance)384-3011

Naval Hospital:

(See USNH Section of Directory)

Naval Intelligence Field Office, Bldg. 907 619

Naval Security Group Detachment:

Courier Transfer Station, Bldg. 118 8112

Naval Training Devices Area Office, Bldg. 704 624

Navy Audit Office, Bldg. 110 291

NAVY EXCHANGE

Navy Exchange Officer, Bldg. 898	446/447
Asst. Navy Exchange Officer, Bldg. 898	446/447
Barber Shop (Officers & CPO), Bldg. 3	351
Barber Shop (Officers), Bldg. 11	8137
Beauty Shop, Bldg. 25	218
Blue Jackets Inn (E. M. Club), Bldg. 46	591
Cafeteria - Operations Tower, Bldg. 118	345
Cobbler Shop, Bldg. 3	351
Country Store, Bldg. 954	8521
Disaster Control Officer, Bldg. 898	446/447
Food Services Manager, Bldg. 554	8364
Laundry & Dry Cleaning, Bldg. 106	204
Laundry & Dry Cleaning - Pick-up Station, Bldg. 155	8546
Maintenance, Bldg. 424	8473
Office Manager, Bldg. 898	447/446
Optical Dispensary (NAV HOSP), Bldg. H-2009	560
Personal Services - Bus Tokens, Flowers, Engraving, Rubber Stamps, etc., Bldg. 3	615
Procurement Office, Bldg. 898	8502
Radio & TV Shop, Bldg. 39	246
Restaurant and Fountain, Bldg. 3	8197
Retail Store, Bldg. 27	8585
Sandwich Room (Wholesale), Bldg. 554	8526
Service Station, Mainside, Bldg. 26	617

Service Station (NATTU), Bldg. 439	677
Special Orders and Stock Control, Bldg. 898	8502
Tailor Shop, Bldg. 3	8115
Toyland Sales and Storage, Bldg. 514	8178
Uniform Shop, Bldg. 3	245
Vending Machine Manager, Bldg. 554	8364
Warehouse, Bldg. 591	8463
Warehouse (Retail and Service), Bldg. 898	359
Warehouse (Food Service), Bldg. 554	708
Watch Repair Shop, Bldg. 3	615
Western Union, Bldg. 3	615

#### NAVY FINANCE OFFICE

Officer-in-Charge, Bldg. 110	518/494
Assistant Officer-in-Charge, Bldg. 110	518/494
Supervisory Fiscal Accounting Officer, Bldg. 110	518/494
Administrative, Bldg. 110	518/494
Public Voucher, Bldg. 110	244

#### Fiscal Division:

Fiscal, Bldg. 110	8359
U. S. Savings Bonds, Bldg. 110	8359

#### Military Pay Division:

Officer Accts & Separations, Bldg. 110	8244
Marines, Air Force, Coast Guard Accounts, Bldg. 110	8482
Drill Pay & Training Duty Reserves, Bldg. 110	8482
NAS, NATTU & Discipline Accts., Bldg. 110	8406
Fleet & Shore Squadron Accts., Bldg. 110	365

#### Branch Offices:

Hospital Branch Office	88-303
NATTU Branch Office, Bldg. 500	8349
Cecil Field Branch Office, Bldg. 8	89-8120
Mayport Branch Office	CH9-9071 ext. 363

Navy Fuel Depot, Hecksher Drive, Jacksonville PO 5-5511

Navy Jax Little League 758

Navy Jax Sport Parachute Club, Bldg. 503 8780

Navy Recruiting Station, Jacksonville 356-3301

Navy Regional Accounting Office, Bldg. 704 8430

Navy Relief Office, Bldg. 953 737

Notary Public, NAS, Bldg. 1 789

Nursery, Navy Wives Club, Bldg. 560 368

### O

#### Officer of the Day:

NAS, Bldg. 1	207/210
COMFAIRJAX/COMNABSIX, Bldg. 1	500
FAW-11, Bldg. 158	391/570
Fleet Air Detachment, Bldg. 1	500
Marine Barracks, Bldg. 401	8158/453
Medical, Bldg. 8	415
NARTU, Bldg. 901	611
NATTU, Bldg. 500	8317
Naval Hospital, Bldg. H-2001	88-205

Officers' Club (Open and Closed):  
(See COM Listings)

Officers' Housing, Bldg. 902 214

#### OPERATIONS DEPARTMENT

Operations Officer, Bldg. 118	671/348
Assistant Operations Officer, Bldg. 118	671/348
Administrative Officer, Bldg. 118	671/348
Administrative Office, Bldg. 118	646
Leading Chief, Bldg. 118	524
Material Clerk, Bldg. 118	646
Operations Duty Officer, Bldg. 118	225
Personnel and Material Officer, Bldg. 118	524
Personnel Clerk, Military, Bldg. 118	524

#### Air Traffic Control Division:

Air Traffic Control Officer, Bldg. 118	752
Asst. Air Traffic Control Officer, Bldg. 118	752
Flight Planning, Bldg. 118	229
Leading Chief, Bldg. 118	8100
Navigation, Bldg. 118	229
Radar Air Traffic Control Center (RATCC) Officer, Bldg. 118	752
Radar Air Traffic Control Center (RATCC) Watch Officer, Bldg. 118	8100

#### Flight Support Division:

Flight Support Officer, Bldg. 118	505
Air Terminal, Bldg. 118	462
Boat Officer, Bldg. 121	419
Flight Logs and Records, Bldg. 118	505
Flight Schedules, Bldg. 118	8488
Radar Bomb Scoring Unit, Bldg. 1887	544
Search & Rescue (SAR) Tr. Officer, Bldg. 118	505/8488

#### Meteorology Division:

Meteorological Officer, Bldg. 118	8527
Meteorological Watch Officer, Bldg. 118	454
Weather Forecast (Tape Recorded), Bldg. 118	555

Operator, Chief Telephone, Bldg. 1 741

#### ORDNANCE DEPARTMENT

Ordnance Officer, Bldg. 378	528/479
Ordnance Office, Bldg. 378	479/528
Armory Office, Bldg. 394	686
AUW Shop, Bldg. 327	270/793
Equipment Shop, Bldg. 388	8327
Leading Chief, Bldg. 378	479
Magazine Office, Bldg. 370	527
Mine Shop, Bldg. 632	597
Stock Control, Bldg. 378	528
Target Office, Bldg. 370	634

#### OVERHAUL & REPAIR DEPARTMENT

Overhaul and Repair Officer, Bldg. 101	700
Asst. Overhaul and Repair Officer, Bldg. 101	273
Secretary, Bldg. 101	273
Security Chief of the Watch, Bldg. 101	740
Information Desk, Bldg. 101	703
Customer Service, Bldg. 101	548
Task Force, Bldg. 101	8216
COMFAIRJAX PAR Liaison Officer, Bldg. 101	480
Military Personnel Office, Bldg. 122	733
Material Program Officer, Bldg. 101	631

#### Administrative Services Group:

Administrative Services Officer, Bldg. 101	702
Administrative Services Supt., Bldg. 101	702
Civilian Services Division, Bldg. 101	8116
Receptionist, Bldg. 101	703
Safety, Security & Training Br., Bldg. 101	740
Training Branch 122, Bldg. 101	8772
Office Services Division, Bldg. 101	710
General Services Branch, Bldg. 101	710
Mail and File Branch, Bldg. 101	8403
Travel Section, Bldg. 101	710

#### Management Controls Group:

Management Control Officer, Bldg. 101	718
Management Controls Supt., Bldg. 101	718
Management Methods Division, Bldg. 101	8386
Paperwork Management Representative, Bldg. 101	8386
Budget Division, Bldg. 101	277
Accounting Branch, Bldg. 101	713
Budget Branch, Bldg. 101	8210
Performance Review Division, Bldg. 101	718
Data Processing Plans Division, Bldg. 101	8386

#### Aeronautical Engineering Group:

Aero Engineering Officer, Bldg. 101	759
Aero Engineering Superintendent, Bldg. 101	759
Avionics Engineering Division, Bldg. 101	8203
Electronics Branch, Bldg. 101	8268
Special Projects Br. 324, Bldg. 101	8771
Design and Development Division, Bldg. 101	314
Airframes & Power Plant Branches, Bldg. 101	8260



Technical Information Division, Bldg. 101	314	Control Center, Cleaning, Plating & Paint Shops 6102, 6214, 6281, Bldg. 101	8765
Technical Files & Library Branch, Bldg. 101	754	Control Center, Repair & Machine Shops 6232 & 6275, Bldg. 101	8761
Materials Engineering Division, Bldg. 167	8241	Control Center, Cylinder Shop 6233, Bldg. 101	8762
Metallurgical, Chemical & Preservation and Packaging Branches, Bldg. 167	8256	Engine Parts Pool Shop 512-8, Bldg. 101	8762
Quality Assurance Group:		Supvy. Production Controlman, Process Division, Metals Division, Bldg. 101	723
Quality Assurance Officer, Bldg. 101	274	Sr. Prod. Controlman 3100 Br., Bldg. 101	8640
Quality Assurance Superintendent, Bldg. 101	274	Control Center, Cleaning Shop 3102-1, Bldg. 101	8681
Flight Test Division, Bldg. 122	8393	Control Center, Fabric Shop 3107, Bldg. 101	8640
Quality Coordination Office, Bldg. 101	8351	Control Center, Paint Shop 3114-1, Bldg. 101	8750
Avionics Quality Control Division, Bldg. 101-U	8516	Sr. Prod. Controlman 3200 Branch, Bldg. 101	208
Assembly Quality Control Division, Bldg. 101	8231	Control Center, Drive Assemblies Shop 3213, Bldg. 101	8552
Metals Process & Supply Division, Material Receiving & Inspection Branch 470, Bldg. 110	8774	Control Center, Hydraulic Shop 3216, Bldg. 101	8758
Metals & Process Quality Control Division, Bldg. 101	8231	Control Center, Flight Controls Shop 3217-1, Bldg. 101	8754
Metals & Process Division, Accessories Branch, Bldg. 101	8770	Control Center, Clutch Shop 3217-2, Bldg. 101	208
Power Plant Quality Control Division, Bldg. 101	8200	Control Center, Cabin Enclosures & Plastic Shops 3225, 3273, Bldg. 101	8754
Production Manager, Bldg. 101	8665	Control Center, Landing Gear Shop 3227, Bldg. 101	208
Production Planning Group:		Control Center, Transmissions Shop 3272, Bldg. 101-W	8760
Production Planning Officer, Bldg. 101	705	Sr. Prod. Controlman, Metal Division, Bldg. 101	8171
Production Planning Supt., Bldg. 101	8167	Control Center, Shops 7105, 7106, 7280, Bldg. 101	8171
Dispatch Division:		Control Center, Rotary Wing Shop 7108, Bldg. 101	8275
Dispatch Division Supt., Bldg. 101	8182	Control Center, Cowling and Parts Shops 7126, 7132, Bldg. 101	8757
Technical Control Branch, Bldg. 101	734	Control Center, Layout and Tooling Shops 7274, 7387, Bldg. 101-W	8760
Addressograph Reproduction Sect., Bldg. 101	525	Control Center, Welding Shop 7276, Bldg. 101	8755
Progress Control Branch, Bldg. 101	8182	Control Center, Machines Shops 7375-1-2-3 & -5, Bldg. 101	8756
Status Section, Bldg. 101	734	Control Center, Ground Handling Shop 7375-4, Bldg. 101-W	8759
Progressman, Manufacturing and High Priority, Bldg. 101	8756	Transportation Branch, Bldg. 101	455
Aircraft Moves, Bldg. 101	731	Aircraft Component Sect. 513-1, Bldg. 101	455
Support Spares, Bldg. 101	731	Aircraft Section 513-2, Hgr. 122	321
Supvy. Prod. Controlman, Repair & Gr. Check Div., Asst'y Div., Bldg. 101	723	Material Division:	
Sr. Prod. Controlman, Repair & Gr. Check Div., Hgr. 122	8550	Material Division Superintendent, Bldg. 101	295
Control Center, Packaging Shop 2293, Bldg. 108	307	Airframes Parts Procurement Br., Bldg. 101	8530/8657
Control Center B/E Induction, Bldg. 160	8582	Engine Parts Procurement Br., Bldg. 101	8658
Sr. Prod. Controlman, 5100 Branch, Assembly Div., Bldg. 101-W	8383	Power Plant Branch 532, Bldg. 101	8769
Sr. Prod. Controlman, 5200 & 5300 Branches, Assembly Div., Bldg. 101	8656	Accessory Parts Procurement Branch, Bldg. 101	8392/8540
Finished Parts Storeroom (Airframes 5300 Branch) Bldg. 101	8656	Equipment Parts Procurement Branch, Bldg. 101	341/8496
Finished Parts Storeroom (Electronic 5200 and 5300 Branches), Bldg. 101	8753	Material Progress Branch, Bldg. 101	247/8202
Control Center, Sub Asst'y (QEC, 5230), Bldg. 101	8683	Material Receiving & Dispatch Section, Bldg. 101-W	267
Finished Parts Storeroom (Airframes 5200 Branch), Hgr. 122	8550	Usage Data Branch, Bldg. 101	8649
Roto-Bin Replacement, Bldg. 101	8750	(Supply Dept) Auxiliary Stores "A", Bldg. 101-R	285
Supvy. Prod. Controlman, Avionics Div., Power Plant Division, Bldg. 101	768	(Supply Dept) Auxiliary Stores "B", Bldg. 101-V	8767
Sr. Prod. Controlman, Avionics Div., Bldg. 101-U	8425	(Supply Dept) Auxiliary Stores "C", Bldg. 101	8766
Control Center Avionics (4000) Receiving Area, Bldg. 101-U	8454	(Supply Dept) Auxiliary Stores "D", Bldg. 101-W	384
Control Center, Instrument Shop 4142, Bldg. 101-U	8518	(Supply Dept) Auxiliary Stores "I", Bldg. 101	487
Control Center, Rotating Electric Shop 4248 Bldg. 101	8677	(Supply Dept) Auxiliary Stores "J", Bldg. 101-U	8561
Control Center, Cable Shop 4259, Bldg. 101-U	8561	(Supply Dept) Auxiliary Stores "K", Bldg. 101	8765
Control Center, Radio and Radar Shops 4262 and 4263, Bldg. 101-U	8212	Workload Division:	
Control Center, Ordnance Br. 4300, Bldg. 101-N	8350	Workload Division Superintendent, Bldg. 101	271
Control Center Gas Transfer Shop 4343, Bldg. 101-F	8373	Aircraft Planning Branch, Bldg. 101	8663/8667
Control Center, Test Equipment Shop 4468 Bldg. 101-U	8562	Change Control Section, Bldg. 101	716
Sr. Prod. Controlman, 6100 and 6300 Branches, Bldg. 101	768	Examination & Evaluation Sec., Bldg. 101-S	294
Control Center, Hydraulic & Fuel Controls (6316, 6346-1) Shops, Bldg. 101	8553		
Control Center, Fuel Control Shop 6346-2, Bldg. 101	8753		
Control Center, Harness Shop 6351, Bldg. 101	8764		
Control Center, Bearing Shop 6352, Bldg. 101	8763		
Sr. Prod. Controlman, 6200 Branch, Bldg. 101	768		
Material Ordering Center, Shop 512-9, Bldg. 101	768		



Repair Aircraft Planner, Bldg. 122	8323	Assembly Division:	
Components Planning Br., Bldg. 101	548/8365	Assembly Division Supt., Bldg. 101-W	755
Customer Service, Bldg. 101	548/8365	Branch Supervisor (5300), Bldg. 101	8506
Screening Section, Bldg. 108	358	Assembly Line (5300), Bldg. 101	8384
Engine Planning Branch, Bldg. 101	631	Assembly Line (5100), Bldg. 101-W	237
Manufacturing Planning Branch, Bldg. 101	721/8669	Branch Supervisor (5200), Bldg. 122	8119
Workload Coordination Branch, Bldg. 101	8662	Power Plant Division:	
Aircraft Transfer Division:		Power Plant Division Supt., Bldg. 101	583
Aircraft Transfer Officer, Bldg. 122	242	Jet Test Cell, Bldg. 202	8671
Aircraft Transfer Div. Supt., Bldg. 122	242	Metal Division:	
Aircraft Upkeep Branch, Bldg. 122	517	Metal Division Superintendent, Bldg. 101	8474
Acceptance & Transfer Branch, Bldg. 122	733	Branch Supervisor, Bldg. 101	8125
Logbooks & Correspondence Sec., Bldg. 122	633	Rotor Blade Test Stand, Bldg. 206	8263
Enlisted Personnel Officer, Bldg. 122	242	Rotor Blade Shop, Bldg. 101-W	8275
Enlisted Personnel Branch, Bldg. 122	733		
Enlisted Personnel, Bks. F	401		
		<b>P</b>	
Production Engineering Group:		Pass and Identification Office, Bldg. 9	486
Production Engineering Officer, Bldg. 101	766	Passenger Transportation, Bldg. 13	8375
Production Engineering Supt., Bldg. 101	766	Patrol Squadrons:	
Plant Engineering Div. Supt., Bldg. 101	8304	(See Fleet Air Wing-11 Section of Directory)	
Tool & Equipment Design Br., Bldg. 101	8500	Personnel, Officer & Enlisted:	
Mechanical Equipment Design Br., Bldg. 101	8500	(See Military Personnel Listing)	
Avionics Equipment Br., Bldg. 101	639	Personnel Records, Civil Service, Bldg. 907	483/422
Drafting Branch, Bldg. 101	639	Pest Control, Bldg. 103	325
Operations Analysis Div. Supt., Bldg. 101	739	Photographic Lab:	
Engines Branch, Bldg. 101	8229	(See under COMFAIRJAX/COMNABSIX Listing)	
Airframes Branch, Bldg. 101	8682	Plan of the Day, Bldg. 1	304
Engines Branch, Bldg. 101	8229	Plans Office, Bldg. 1	566
Accessories Branch, Bldg. 101	8650	Police Station, Bldg. 9	600
Methods and Standards Div. Supt., Bldg. 101	8653	Post Office:	
Airframes Branch, Bldg. 101	8653	NAS, Bldg. 920	8332
Accessories Branch, Bldg. 101	697	NAS Postal Directory, Bldg. 920	778
Numerical Control, Bldg. 101	8229	NATTU, Bldg. 555	8279
Avionics Section, Bldg. 101-U	8516	Naval Hospital, Bldg. H-2032	88-298
Industrial Planning Div. Supt., Bldg. 101	715	Power Plants:	
Plant Development Branch, Bldg. 101	507	Power Plant No. 1, Bldg. 104	8695
Equipment and Facilities Branch, Bldg. 101	8491	Power Plant No. 2, Bldg. 650	327
Plant Layout Branch, Bldg. 101	507	Print Shop, Bldg. 913	404
Plant Services Div. Supt., Bldg. 101-V	372		
Mechanical Maintenance Br. Supvr., Bldg. 101	722	PUBLIC WORKS DEPARTMENT	
Central Tool Room, Bldg. 101	722	Public Works Officer, Bldg. 902	214
Central Tool Room 681-1, Bldg. 101	8773	Asst. Public Works Officer, Bldg. 902	214
Trouble Desk (0700-1530), Bldg. 101-V	729	Maintenance Engineer Officer, Bldg. 103	450
Trouble Desk (1530-0700), Bldg. 101-V	8247	Officers' Housing, Bldg. 902	214
Workload Coordination Center 605, Bldg. 101-V	8287	Shops Engineer, Bldg. 902	498
Electrical Maint. Br. Supvr., Bldg. 101	8128	Administrative Division:	
Aircraft & Industrial Battery Shop, Bldg. 125	8293	Director, Bldg. 902	214
Electric Maintenance Shop 682-1, Bldg. 101-V	8767	Mgr., Management Analysis Branch, Bldg. 902	533
Industrial Instruments & Electronics Shop, Bldg. 101	8128	Mgr., Office Services Branch, Bldg. 902	8193
Manufacturing Branch Supvr., Bldg. 101-V	8247	Mgr., Reports & Statistics Branch, Bldg. 902	8354
Joiner Shop 683-3, Bldg. 101-V	8247	Plant Account, Office Furniture & Section "C"	
		Equipment, Bldg. 902	725
Shops Group:		Mgr. Housing Management Branch, Bldg. 902	763
Shops Officer, Bldg. 101	279	Mgr. Telephone Branch, Bldg. 1	522
Shops Superintendent, Bldg. 101	279	Telephone Switchboard Supervisor, Bldg. 1	741
Administrative Assistant, Bldg. 101	712	Engineering Division:	
Manpower Unit, Bldg. 101	712	Director, Bldg. 902	669/8246
Repair and Ground Check Division:		Planning and Civil Branch, Bldg. 902	763/669
Repair & Ground Check Div. Supt., Bldg. 122	8323	Electrical & Specifications Br., Bldg. 902	8246
Repair Branch Supervisor, Bldg. 122	8682	Mechanical Branch, Bldg. 902	669
Aircraft Preservation, Bldg. 101-N	8350	Structural-Architectural Branch, Bldg. 902	8246
Packaging Shops, Bldg. 108	307	Maintenance Control Division:	
Electric Shop Ground Check, Bldg. 122	692	Director, Bldg. 902	8467
Process Division:		Mgr., Planning & Estimating Branch, Bldg. 902	8467
Process Division Supt., Bldg. 101	275	Mgr., Inspection Branch, Bldg. 902	432
Finish Branch Supt., Bldg. 101	8681	Planning & Estimating Branch, Bldg. 902	297
Fabric Shop, Bldg. 101	8640	Mgr., Industrial Engineering & Work Reception & Control Branch, Bldg. 902	720
Mechanical Branch Supervisor, Bldg. 101	8681		
Paint Shop 3114-2, Bldg. 122	8751		
Corrosion Treatment Shop 3181-2, Bldg. 101-S	8752		
Propeller Shop, Bldg. 101	8552		
Avionics Division:			
Avionics Division Supt., Bldg. 101-U	8425		
Accessories Branch Supervisor, Bldg. 101-U	8413		
Electronics Branch Supervisor, Bldg. 101-U	8481		
Ordnance Branch Supervisor, Bldg. 101-N	8350		
Rotating Electric Shop, Bldg. 101	8677		
Avionic Cable Shop, Bldg. 101-U	8561		
Test Equipment & Repair Shop, Bldg. 101-U	8562		
Instrument Shop, Bldg. 101-U	8413		
Clean Room Shop 4142-2, Bldg. 101-U	8768		
Gas Transfer Shop, Bldg. 101-F	8373		

Maintenance Division:		
Director, Bldg. 103	450	
Job Order Information Service, Bldg. 103	326	
Material Section, Bldg. 103	8233	
Progress Section, Bldg. 103	477	
Trouble and Service Call Desk, Bldg. 103	325	
Resident Officer in Charge of Construction (NBy Contracts, Bldg. 902):		
Resident Officer in Charge of Const., Bldg. 902	214	
Asst. Resident Officer in Chg. of Const., Bldg. 902	211	
Director, Construction Div., Bldg. 902	211	
Mgr., Const. & Insp. Br., Bldg. 902	211	
Contract Clerk, Bldg. 902	211	
Transportation Division:		
Transportation Engineer Officer, Bldg. 105	724/431	
Director, Bldg. 105	724/431	
Quartermaster, Transp. Equip. Maint., Bldg. 105	303	
Quartermaster, Transp. Equip. Ops., Bldg. 197	471	
Auto Repair Shop, Bldg. 105	303	
Heavy Equipment Repair Shop, Bldg. 195	577	
Heavy Equipment Repair Shop, Bldg. 196	577	
Material Branch, Bldg. 105	421	
Dispatchers: Sedan & Taxi Pool, Bldg. 1551	375	
Dispatchers: Heavy Equip. Operations & Truck Pool, Bldg. 197	471	
Utilities Division:		
Director, Bldg. 104	8695	
Boiler Room, Sr. BOQ, Bldg. 11	8224	
Power Plant No. 1, Bldg. 104	8695	
Power Plant No. 2, Bldg. 650	327	
Refrigeration Plant, Bldg. 135	598	
Sewage Treatment Plant, E. Side, Bldg. 151	545	
Sewage Treatment Plant, E. Side, Bldg. 150	544	
Switching Station, W. Boundary	682	
Water Treatment Plant No. 1, Bldg. 127	478	
Water Treatment Plant No. 2, Bldg. 640	8391	
Water Treatment Plant No. 3, Bldg. 3900	8391	
V-1 Division:		
Division Officer, Bldg. 105	431/724	
(Enlisted Personnel), Bldg. 1551	375	
Publications & Printing Service Br. Off., Bldg. 913		
Director, Bldg. 913	404	
Accounting Section, Bldg. 913	404	
Pub. & Forms Management, Bldg. 913	404	
Planning and Estimating, Bldg. 913	403	
Plant Supervisor	403/404	

## Q

Quarters:		
Bachelor Officers, Jr:		
Desk, Bldg. 710	394	
Desk, Bldg. 711	510	
Desk, Bldg. 805	8672	
Bachelor Officers, Sr.:		
Desk, Bldg. 11	501/502	
Chief Petty Officers:		
Desk, Bldg. 700	352	
Desk, Bldg. 701	8266	
Married Officers' Quarters, U.S. Naval Hospital:		
Quarters "HJ"	8601	
Quarters "HK"	8150	
Quarters "HL"	8480	
Quarters "HM"	695	
Quarters "HN"	8172	
Quarters "HP"	8170	
Quarters "HQ"	8173	
Quarters "HR"	8646	
Quarters "HS"	8647	
Quarters "HT"	8644	
Quarters "HU"	8648	
Quarters "HV"	8645	
Apt. "A", Bldg. H-2042	8475	
Apt. "B", Bldg. H-2042	8156	
Apt. "C", Bldg. H-2042	8152	
Apt. "D", Bldg. H-2042	8149	
Married Officers' Quarters, U.S. Naval Air Station:		
Quarters "A"	300	
Quarters "A-1"	8600	

Quarters "B"	250
Quarters "C"	719
Quarters "D"	503
Quarters "E"	329
Quarters "F"	337
Quarters "G"	374
Quarters "H"	424
Quarters "I"	335
Quarters "J"	439
Quarters "K"	301
Quarters "N"	302
Quarters "O"	331
Quarters "GG"	8602
Quarters "HH"	430
Quarters "II"	627
Quarters "JJ"	8230
Quarters "KK"	221
Quarters "LL"	637
Quarters "MM"	257
Quarters "NN"	8136
Quarters "OO"	239
Quarters "QQ"	620
Quarters "RR"	343
Quarters "SS"	664
Quarters "TT"	467

## Building 800:

Apt. "A"	753
Apt. "B"	443
Apt. "C"	744
Apt. "D"	8402
Apt. "E"	770
Apt. "F"	667
Apt. "G"	8426
Apt. "H"	8494
Apt. "I"	769
Apt. "J"	784
Apt. "K"	8588
Apt. "L"	779
Apt. "N"	489
Apt. "O"	8595
Apt. "P"	596
Apt. "R"	607
Apt. "S"	535
Apt. "T"	8603

## Building 801:

Apt. "A"	549
Apt. "B"	8485
Apt. "C"	612
Apt. "D"	8366
Apt. "E"	392
Apt. "F"	675
Apt. "G"	8300
Apt. "H"	8211
Apt. "I"	628
Apt. "J"	8410
Apt. "K"	636
Apt. "L"	8301
Apt. "N"	603
Apt. "O"	584
Apt. "P"	219
Apt. "R"	8302
Apt. "S"	8451
Apt. "T"	8419

## Building 803:

Apt. "A"	668
Apt. "B"	8676
Apt. "C"	474
Apt. "D"	8465
Apt. "E"	663
Apt. "F"	582
Apt. "G"	788
Apt. "H"	428
Apt. "I"	665
Apt. "J"	8295
Apt. "K"	497
Apt. "L"	776
Apt. "N"	743
Apt. "O"	659
Apt. "P"	649
Apt. "R"	8461

Apt. "S"	485	Administrative Division:	
Apt. "T"	8492	Administrative Office, Bldg. 9	393
		Pass & Identification Office, Bldg. 9	486
Buildings 5002/4/6:		Lost Property Office, Bldg. 9	486
Apt. 5000-A	8297	Traffic Ticket Control Office, Bldg. 9	486
Apt. 5000-B	442	Police Division:	
Apt. 5000-C	8400	Chief of Police, Bldg. 9	600
Apt. 5000-D	8113	Station Police, Bldg. 9	600
Apt. 5000-E	459	Police Information Office, Bldg. 9	610
Apt. 5002-A	283	O&R Security Precinct, Bldg. 9	740
Apt. 5002-B	8444	Driver's Examination & Licensing Br., Bldg. 13	8204
Apt. 5002-C	8622	Investigation Office, Bldg. 13	666
Apt. 5002-D	448	Brig Division:	
Apt. 5002-E	8207	Brig Officer, Bldg. 12	693
Apt. 5004-A	516	Brig, Bldg. 12	694
Apt. 5004-B	449	Marine Security Division:	
Apt. 5004-C	520	Guard Officer, Bldg. 401	8497
Apt. 5004-D	8401	Officer of the Day/Sergeant of the Guard,	
Apt. 5004-E	8341	Bldg. 401	8158/453
Apt. 5006-A	8418	Structural and Aircraft Fire Division:	
Apt. 5006-B	410	Fire Chief, Bldg. 105	324
Apt. 5006-C	625	Structural Fire Station No. 1, Bldg. 105	324
Apt. 5006-D	8127	Structural Fire Station No. 2, Bldg. 553	378
Apt. 5006-E	783	Structural Fire Station No. 3, Bldg. 165	709
QUICKTRANS, Bldg. 278	8670	Crash-Fire, Main Office, Bldg. 105	261
		Crash-Fire, Position No. 1, Bldg. 1936	652
R		Shore Patrol Division:	
Radar Air Traffic Control Center, Bldg. 118	752/8100	Senior Shore Patrol Officer, Bldg. 9	393
		Jacksonville, Fla., Headquarters	353-5755
		Jacksonville Beach, Fla., Headquarters	249-5917
Radar Bomb Scoring Unit (RBS), Bldg. 1887	544	Separations, Bldg. 955	696
Radio:		Service Information Office, Bldg. 1	272/656
Amateur Radio Station, Bldg. 726	8420	Service Station, Mainside, Bldg. 26	617
Laboratory, Bldg. 954	427	Service Station, NATTU, Bldg. 439	677
Operations, Bldg. 118	8133	Shipping, Naval Control of, Bldg. 200	234
Transmitters, Bldg. 131	586	Shore Patrol:	
Range, Pistol, Bldg. 394	686	Senior Shore Patrol Officer, Bldg. 9	393
Recruitment & Examining Branch, Civilian,		Shore Patrol Hdqtrs., Jacksonville	353-5755
Bldg. 907	684	Shore Patrol Hdqtrs., Jax Beach	249-5917
Red Cross, Field Director:		Slick Airways, Bldg. 278	8670
Naval Air Station, Bldg. 39	552/554	Special Services:	
(Nights and holidays, Dial Operator)		Special Services Officer, Bldg. 704	593
Repair Service:		Office Cashier/Ticket Information, Bldg. 704	8153
Public Works Maintenance, Bldg. 103	325	Athletic Director, Bldg. 3	585
Telephone, Bldg. 1	741	Bowling Alley, Bldg. 3	8675
Reservation Desk, FLAW, Bldg. 118	462	Custodian, Composite Recreation Fund,	
Resident Industrial Manager,		Bldg. 704	593
1453 Morse St., Jacksonville	359-6604	Fish Camp, Bldg. 1964	8440
Resident Management Assistant Office,		Gear Room/Receiving Section, Bldg. 704	8793
Bldg. 500	328	Golf Course, Bldg. 1877	8157
Resident Officer in Charge of Construction,		Gymnasium, Bldg. 3	585
Bldg. 902	211	Hobby Shop, Bldg. 896	8378
Restaurant & Fountain, Bldg. 3	8197	Indoor Swimming Pool, Bldg. 614	481
S		Leading Chief Petty Officer, Bldg. 704	512
Safety Engineer's Office, Bldg. 907	756	Library, Bldg. 3	233
Safety Superintendent, Ground, Bldg. 902	756	Mainside Lounge, Bldg. 955	8218
Salvage Yard, Bldg. 174	292	Parachute Club, Jax Navy, Bldg. 503	8780
Sandwich Room (Wholesale), Bldg. 554	8526	Procurement Clerk, Bldg. 704	8153
Sanitation Office, Bldg. 8	614	Purchasing Agent, Bldg. 704	8792
Savings Bonds, Bldg. 110	8359	Ticket Sales/Movie Desk, Bldg. 704	8153/8791
Seaplane Beaching, Bldg. 1625A	8625	Squadrons:	
SECURITY DEPARTMENT		(See under COMFAIRJAX/COMNABSIX, FAW-11	
Security Officer, Bldg. 9	393	Sections, or NARTU)	
Assistant Security Officer, Bldg. 9	393	Station Investigator, Bldg. 9	666
		SUPPLY DEPARTMENT	
		Supply Officer, Bldg. 110	259/8195
		Assistant Supply Officer, Bldg. 110	8195/259
		Enlisted Personnel, Bldg. 110	777
		Duty Officer, Bldg. 110	777
		Planning Division:	
		Planning Division Supervisor, Bldg. 110	8168/781
		Management Planning Branch, Bldg. 110	781/8168
		Operations and Procedures Branch, Bldg. 110	781/8168



Methods & Standards Branch, Bldg. 110	8213	Ordnance, Armament, Special Devices, Bldg. 170	286
Administrative Division:		Paints, Oils and Acids, Bldg. 175	797
Administrative Division Supervisor, Bldg. 110	8201	Labor & Equipment Supervisor, Bldg. 110	8553
Services Branch, Bldg. 110	8201	Dispatcher, Bldg. 110	8553
General Files, Bldg. 110	8201	Auxiliary Stores Branch Officer, Bldg. 110	8221
Plant Account Custodian, Bldg. 110	8201	Auxiliary Stores Branch Supervisor, Bldg. 110	8221
Inventory Division:		Auxiliary Stores "A", Bldg. 101-R	285
Inventory Division Officer, Bldg. 110	515	Auxiliary Stores "B", Bldg. 101-V	8767
Inventory Division Supervisor, Bldg. 110	515	Auxiliary Stores "C", Bldg. 101	8766
Technical Division:		Auxiliary Stores "D", Bldg. 101-W	384
Technical Division Supervisor, Bldg. 110	621	Auxiliary Stores "F", Bldg. 101-N	285
Airframes and Accessories, Bldg. 110	765	Auxiliary Stores "G", Bldg. 101	384
Electronics and Electrical, Bldg. 110	765	Auxiliary Stores "H", Bldg. 101	384
General Aeronautical, Bldg. 110	765	Auxiliary Stores "I", Bldg. 101	487
Engines, Accessories & Instruments, Bldg. 110	621	Auxiliary Stores "J", Bldg. 101-U	856
Ordnance and YDSO, Bldg. 110	621	Auxiliary Stores "K", Bldg. 101	8765
Control Division:		Auxiliary Stores "L", Bldg. 105	421
Control Division Officer, Bldg. 110	336	Auxiliary Stores "M", Bldg. 195	577
Control Division Supervisor, Bldg. 110	336	Auxiliary Stores "N", Bldg. 103	8282
Stock Control Branch Supervisor, Bldg. 110	311	Auxiliary Stores "O", Bldg. 954	8405
Stock Records Section 1, Bldg. 110	8278	Auxiliary Stores "P", Bldg. 160	8105
Stock Records Section 2, Bldg. 110	332	Auxiliary Stores "Q", Hgr. 113	576/364
Stock Records Section 3, Bldg. 110	8523	Auxiliary Stores "S", Hgr. 115	551
Stock Records Section 4, Bldg. 110	8144	Auxiliary Stores "T", Hgr. 124	785
Requisition and Order Section, Bldg. 110	8407	Auxiliary Stores "U", Hgr. 114	8478/8274
Issue Section, Bldg. 110	8110	Auxiliary Stores "Z", Hgr. 114	8371
Program Management Branch Officer, Bldg. 110	438	BPO Purchasing Agent, Bldg. 103	687
Fleet Programs Section, Bldg. 110	438/8673	Fuel Branch Supervisor, Bldg. 24	8176
Industrial Programs Section, Bldg. 110	438/8673	Clothing and Small Stores Division:	
Engine Coordinating Unit, Bldg. 160	8166	Clothing & Small Stores Officer, Bldg. 725	456
Fleet Service Officer, Bldg. 110	316/8307	Clothing Office, Bldg. 725	8331
Aux. Stores Retail Outlet Section, Bldg. 110	8660	Retail Store (Mainside), Bldg. 953	356
Receipt Control Branch Supervisor, Bldg. 110	311	Retail Store (NATTU), Bldg. 513	726
Purchase Material Section, Bldg. 110	382/8693	Commissary Division:	
Navy Material Section, Bldg. 110	382/8693	Commissary Division Officer, Bldg. 725	456
Receipt Control Liaison, Bldg. 110	322	Commissary Office Supervisor, Bldg. 725	456
Purchase Division:		Record Section, Bldg. 725	8408
Purchase Division Officer, Bldg. 110	676	Bakeshop, Bldg. 412	8338
Purchase Division Supervisor, Bldg. 110	676	Galley One, Bldg. 4	8145
Buying and Order Branch, Bldg. 110	613/651	Galley Three, Bldg. 551	8534
Buyers, Bldg. 110	608	Mess Hall, Bldg. 4	8313
Order Branch, Bldg. 110	613/651	Survival Training, Water, Bldg. 118	646
Disposal Division:			
Disposal Division Officer, Bldg. 174	292		
Disposal Division Supervisor, Bldg. 174	292		
Recording and Reporting Branch, Bldg. 174	8343		
Excess Material Branch, Bldg. 174	8343		
Material Division:			
Material Division Officer, Bldg. 110	8191/248		
Material Division Supervisor, Bldg. 110	248		
Household Effects Claims, Bldg. 110	308		
Traffic Branch Officer, Bldg. 110	8324		
Traffic Branch Supervisor, Bldg. 110	8324		
Shipping Section, Bldg. 110	320		
Delivery Section, Bldg. 110	312		
Receiving Section, Bldg. 110	674		
O&R Inspection, Supply, Bldg. 110	8774		
Household Goods Section, Bldg. 110	640/8504		
Packing Section, Bldg. 110	8697		
Storage Branch Supervisor, Bldg. 110	451		
South Stores Section Supervisor, Bldg. 170	8394		
Aeronautical and General Material, Bldg. 162	8123		
Aeronautical & General Material (Condition B & E) Bldg. 164	8409		
Aeronautical Material, Bldg. 160	8582		
Aeronautical Structural Spares, Bldg. 171	262		
Automotive Spare Parts, Bldg. 164	8409		
Cold Storage, Bldg. 135	8688		
Clothing and Small Stores, Bldg. 169	310		
Dry Provisions, Bldg. 169	310		
Electronics (BuWeps), Bldg. 110	317		
Electronics (BuShips), Bldg. 164	8409		
Engine and Propeller Parts, Bldg. 111	482		
Engines and Propellers, Bldg. 170	286		
Flight Clothing, Bldg. 110	8227		
General Stores Material (Bulk), Bldg. 163	8124		
Lumber & Other Building Materials, Bldg. 137	8312		
Major Structural Spares, Bldg. 109	8674		
Material Screening and Ident., Bldg. 108	358		
Material Checking Unit, Bldg. 110	452		
Metals, Bldg. 111	8661		
Minor Structural Spares, Bldg. 110	672		

# V

Vending Machine Service, Bldg. 2	8188
V-1 Division Officer, Bldg. 105	724/431
V-1 Division (Enlisted Personnel), Bldg. 1551	375

# W

Wards, Naval Hospital: (See Naval Hospital Section of Directory)	
Warehouse, NX, (Retail & Service), Bldg. 898	359
Warehouse, NX (Food Service), Bldg. 554	708
Watch Repair, Bldg. 3	615
Water Survival Training, Bldg. 118	646
Water Treatment Plants:	
Water Treatment Plant No. 1, Bldg. 127	478
Water Treatment Plant No. 2, Bldg. 640	8391
Water Treatment Plant No. 3, Bldg. 3900	8391
Waves Barracks:	
Barracks, Bldg. 723	8143
Barracks, Pay Phone, Lower Deck, Bldg. 723	389-9221
Barracks, Pay Phone, Upper Deck, Bldg. 723	389-9330
Waves, Women's Representative, Bldg. 955	240
Weather Briefings, Bldg. 118	454
Weather Forecast (Tape Recorded), Bldg. 118	555
Western Union, Bldg. 3	615

## COMFAIRJAX - COMNABSIX

Commander Fleet Air Jax/Commander Naval Air Bases	
Sixth Naval District, Bldg. 1	200
Flag Lieutenant and Aide, Bldg. 1	230
Chief of Staff, Bldg. 1	209
Assistant Chief of Staff Readiness, Bldg. 1	8515
Administrative Office, Bldg. 1	231
Administrative Officer, Bldg. 1	605
General Office, Bldg. 1	231
Chief Clerk, Bldg. 1	650
Anti-Submarine Warfare, Bldg. 1	8198
Career Information Officer, Bldg. 913	8140
Chaplain, Bldg. 750	8146
Communication Office, Bldg. 1	395
Communication Officer, Bldg. 1	8209
Asst. Communication Officer(ComFairJax), Bldg. 1	395
Asst. Communication Officer(ComNabSix), Bldg. 1	241
Custodian of Registered Publications, Bldg. 1	8209
Dental Officer, Bldg. 8	346
Disaster Control/ABC Officer, Bldg. 1	8198
Duty Officer, Bldg. 1	500
Assistant Duty Officer, Bldg. 1	8250
Flag Lieutenant and Aide, Bldg. 1	230
Band Leader's Office, Bldg. 914	8469
Flag Secretary and Aide, Bldg. 1	605
Industrial Relations Officer, Bldg. 907	8108
Hurricane Evacuation Center, Bldg. 1	8250
Legal Office, Bldg. 1	397
Legal Officer (ComFairJax), Bldg. 1	397
Legal Officer (ComNabSix), Bldg. 1	789
Maintenance/Material Office, Bldg. 1	562
Maintenance/Material Officer, Bldg. 1	580
Aircraft Factory Representatives, Bldg. 600	8214
Airframes Officer, Bldg. 1	562
Aviation Support Equipment Officer, Bldg. 1	562
Aviator's Equipment Desk, Bldg. 1	562
Avionics Officer, Bldg. 1	562
BUWEPS Fleet Readiness Representatives, Bldg. 1	562

NAESU Liaison Desk, Bldg. 1	562
Operational Control Center, Bldg. 1	8118
Ordnance Officer, Bldg. 1	562
PAR Liaison Officer, Bldg. 101	480
Power Plants Officer, Bldg. 1	562
Publications & Technical Library, Bldg. 1	562
Medical Officer, Bldg. 8	412
Meteorological Officer, Bldg. 118	8527
Operations Office, Bldg. 1	445
Operations Officer, Bldg. 1	8298
Base Requirements, Bldg. 1	411
Air Operations Officer, Bldg. 1	8298
Admin. Asst. Operations Officer, Bldg. 1	445
Plans Officer, Bldg. 1	445
Services & Facilities Assignments, Bldg. 1	445
Ordnance Officer, Bldg. 378	479
Personnel Office, Bldg. 1	681
Personnel Officer (Military), Bldg. 1	764
Personnel Officer (Civilian), Bldg. 1	8108
Public Works Officer, Bldg. 902	214
Asst. Public Works Officer, Bldg. 902	8353
Security Officer, Bldg. 1	8198
Service Information Office, Bldg. 1	592
Service Information Officer, Bldg. 1	8564
Supply Department, Bldg. 1	772
Supply Officer (ComFairJax), Bldg. 1	772
Supply Officer (ComNabSix), Bldg. 110	259
Asst. Supply Officer (ComFairJax), Bldg. 1	589
Disbursing (Enlisted), Bldg. 110	8406
Disbursing (Officer), Bldg. 110	8244
Transportation Officer, Bldg. 902	8353
Training Officer, Bldg. 1	622
Aviation Safety Officer, Bldg. 1	531
Air Intelligence Officer, Bldg. 712	550
VF Training Officer, Bldg. 1	203
VA Training Officer, Bldg. 1	203
Flag Administrative Unit:	
Commanding Officer, Bldg. 1	764
Personnel Office, Bldg. 1	681

Fleet Air Detachment Duty Officer, Bldg. 1	500
Fleet Air Navigation Officer, Bldg. 712	8329

## FLEET AIRBORNE ELECTRONICS TRAINING UNIT ATLANTIC (FAETULANT Det Two):

Officer in Charge, Bldg. 168	558
Assistant Officer in Charge, Bldg. 168	558
Administrative Office, Bldg. 168	217
Anti-Submarine Warfare, Bldg. 158	8283
Avionics Training Officer, Bldg. 414	376
Duty Office, Bldg. 168	8155
Information and Education, Bldg. 168	8281
Link Training, Bldg. 168	423
Material Office, Bldg. 168	8346
P2V5 & 7 OF/WST Office, Bldg. 158	8261
Nuclear Weapons Training Officer, Bldg. 414	8296
Training Aids Officer, Bldg. 168	8346
Training Aids Issue Room, Bldg. 168	423
Training Film Library, Bldg. 168	423

## FLEET AIR PHOTO LAB:

Job Order Desk, Bldg. 921	288
Administration, Bldg. 921	8259
Appointments and Information, Bldg. 921	288
Officer in Charge, Bldg. 921	8259
Storeroom, Bldg. 921	457

## HEAVY PHOTOGRAPHIC SQUADRON SIXTY TWO (VAP-62):

Commanding Officer, Hgr. 114	8381
Executive Officer, Hgr. 114	8381
Admin/Personnel Officer, Hgr. 114	8477
Camera Installations, Hgr. 114	8206
Communications/AI Office, Hgr. 114	701
Duty Office, Hgr. 114	691
Information and Education Office, Hgr. 114	8489
Line Maintenance, Hgr. 114	8206
Maintenance Officer, Hgr. 114	8374
Operations Officer, Hgr. 114	8385
Photo Material, Bldg. 913	287
Photo/PI, Bldg. 913	775
Supply Officer, Hgr. 114	8478/8274



# UTILITY SQUADRON TEN DETACHMENT (VU-10)

Officer in Charge, Hgr. 116 417  
Duty Officer, Hgr. 116 396

# ATTACK SQUADRON FIFTEEN (VA-15):

Commanding Officer, Hgr. 116 8781  
Executive Officer, Hgr. 116 8781  
Administrative Officer, Hgr. 116

Barracks, Enlisted, Hgr. 116

Communication Officer, Hgr. 116

Duty Officer, Hgr. 116 506  
Leading Chief, Hgr. 116

Line Shack, Hgr. 116

Maintenance Officer, Hgr. 116

Maintenance Chief, Hgr. 116

Material Office, Hgr. 116

Operations Officer, Hgr. 116

Personnel Office, Hgr. 116

Photo Officer, Hgr. 116

Safety Officer, Hgr. 116

# ATTACK SQUADRON THIRTY FIVE (VA-35):

Commanding Officer

Executive Officer

Administrative Officer

Line Shack

Leading Chief

Maintenance Officer

Operations Officer

Safety Officer

Supply Officer

Squadron Duty Officer

# ATTACK SQUADRON FORTY FIVE (VA-45)

Commanding Officer, Hgr. 116 8721  
Executive Officer, Hgr. 116 8721  
Administrative Officer, Hgr. 116 8722  
Airframes, Hgr. 116 8726  
First Lieutenant, Hgr. 116 8727  
Flight Surgeon, Hgr. 116 251/8723  
Information & Education Officer, Hgr. 116 8727  
Leading Chief, Hgr. 116 8727  
Line Shack, Bldg. 1635 8728  
Maintenance Officer, Hgr. 116 8729  
Operations, Hgr. 116 8724  
Operations Duty Officer, Hgr. 116 8723  
Ordnance Shack, Bldg. 1615 8731  
Safety Officer, Hgr. 116 8732  
Squadron Duty Officer, Hgr. 116 8730  
Supply Officer, Hgr. 116 8725  
Training Officer, Hgr. 116 8732

# ATTACK SQUADRON ONE SEVENTY SIX (VA-176)

Commanding Officer, Hgr. 115 8514  
Executive Officer, Hgr. 115 8514  
Administration, Hgr. 115 8551  
Barracks 915, Bldg. 915 539  
Duty Office, Hgr. 115 8560

Leading Chief, Hgr. 115 8542  
Line Shack, Bldg. 1934 8441  
Maintenance, Hgr. 115 8441  
Operations, Hgr. 115 8531  
Ordnance, Hgr. 115 8441  
Supply, Hgr. 115 8542

# Fleet Air Wing ELEVEN

## FLEET AIR WING ELEVEN, Bldg. 158

Wing Commander, Bldg. 158 534/298  
Chief Staff Officer, Bldg. 158 534/298  
Administration Officer, Bldg. 158 475  
Air ASW Intelligence Officer, Bldg. 158 570/391  
ASW Officer, Bldg. 158 541  
Avionics, Bldg. 158 243  
Barracks M 787  
CDO Room, Sr. BOQ, Bldg. 11 501/502  
Communication Officer, Bldg. 158 8583  
Custodian of RPS Publications, Bldg. 158 8583  
Disaster Control Officer, Bldg. 158 391/570  
Electronic Warfare Officer, Bldg. 158 391/570  
First Lieutenant, Bldg. 158 475/282  
Flight Safety Officer, Bldg. 158 8321  
Ground Analysis Center, Bldg. 158 391/570  
Info & Edu/PIO, Bldg. 158 475/282  
Maintenance/Material, Bldg. 158 380  
Message Center (Radio), Bldg. 158 8253/8583  
Navigation, Bldg. 158 8321  
Operational Control Center, Bldg. 158 391/570  
Operations Officer, Bldg. 158 8458  
Personnel Officer, Bldg. 158 282/475  
Plans Office, Bldg. 158 8249  
Staff, FAW-11, Bldg. 158 391/570  
Staff Duty Officer, Bldg. 158 391/570  
Asst. Duty Officer Desk, Bldg. 158 391/570  
Tech. Reps., Bldg. 158 380/243  
Training Officer, Bldg. 158 8458  
Training Schedules, Bldg. 158 8321  
Weapons Employment Officer, Bldg. 158 541

## PATROL SQUADRON FIVE (VP-5):

Commanding Officer, Hgr. 124 8634  
Executive Officer, Hgr. 124 8634  
Administration Office, Hgr. 124 8638  
Communication Officer, Hgr. 124 8638  
Duty Office, Hgr. 124 8635  
First Lieutenant, Hgr. 124 8639  
Flight Training, Hgr. 124 8636  
Information & Education, Hgr. 124 8638  
Leading Chief, Hgr. 124 8635  
Maintenance, Hgr. 124 8639  
Material Control, Hgr. 124 8637  
Navigation, Hgr. 124 8636  
Operations, Hgr. 124 8636  
Personnel Office, Hgr. 124 8638

## PATROL SQUADRON SEVEN (VP-7):

Commanding Officer, Hgr. 123W 8334  
Executive Officer, Hgr. 123W 8334  
Administrative Officer, Hgr. 123W 8334  
Aircraft Maintenance Officer, Hgr. 123W 8414  
ASW Intelligence Officer, Hgr. 123W 8328  
Barracks "M" 787  
Communications Officer, Hgr. 123W 8328  
Education Officer, Hgr. 123W 8414  
Asst. Education & Legal Officer, Hgr. 123W 8414  
First Lieutenant, Hgr. 123W 8417  
Flight Officer, Hgr. 123W 8311  
Leading Chief, Hgr. 123W 8417  
Material Control Division, Hgr. 123W 8337  
NATOPS Officer, Hgr. 123W 8414  
Operations Officer, Hgr. 123W 8311  
Personnel Officer, Hgr. 123W 8404  
Public Information Officer, Hgr. 123W 8414  
Safety Officer, Hgr. 123W 8414  
Squadron Duty Officer, Hgr. 123W 8417  
Training Officer, Hgr. 123W 8311



## PATROL SQUADRON SIXTEEN (VP-16):

Commanding Officer, Hgr. 124	8336
Executive Officer, Hgr. 124	8336
Administrative Officer, Hgr. 124	8569
Communications Officer, Hgr. 124	638
Duty Officer, Hgr. 124	635
Education Officer, Hgr. 124	635
Enlisted Barracks/MAA, Hgr. 124	8248
First Lieutenant, Hgr. 124	8569
Leading Chief, Hgr. 124	673
Maintenance Officer, Hgr. 124	546
Material Officer, Hgr. 124	546
Operations Officer, Hgr. 124	638
Personnel/Legal Officer, Hgr. 124	8569
Public Information Officer, Hgr. 124	635
Safety Officer, Hgr. 124	635

## PATROL SQUADRON EIGHTEEN (VP-18):

Commanding Officer, Hgr. 123	362
Executive Officer, Hgr. 123	362
Administration Office, Hgr. 123	8422
Air Intelligence, Hgr. 123	344
Barracks, Bldg. 916	8608
Communications, Hgr. 123	344
Duty Officer, Hgr. 123	8141
Education, Hgr. 123	367
First Lieutenant, Hgr. 123	367
Flight, Hgr. 123	344
Leading Chief, Hgr. 123	8422
Maintenance, Hgr. 123	8448
Navigation, Hgr. 123	344
Operations, Hgr. 123	344
Schedules, Hgr. 123	344
Tactics, Hgr. 123	344
Training, Hgr. 123	344

## PATROL SQUADRON THIRTY (VP-30):

Commanding Officer, Hgr. 140	8618
Executive Officer, Hgr. 140	8619
Administrative Office, Hgr. 140	8614
AIO, Hgr. 140	8615
Aircrew Training, Hgr. 140	8624
Airframes, Hgr. 140	8623
Avionics, Hgr. 140	8612
Aviation Equipment, Hgr. 140	8623
Barracks "K"	662
Communications Office, Hgr. 140	8615
Duty Office, Hgr. 140	8620
First Lieutenant, Hgr. 140	8613
Information & Education Office, Hgr. 140	8616
Leading Chief, Hgr. 140	8620
Line Maintenance Shack, Hgr. 140	8611
Navigation Office, Hgr. 140	8614
Operations Office, Hgr. 140	8615
Ordnance Office, Hgr. 140	8612
Personnel Office, Hgr. 140	8616
Power Plants, Hgr. 140	8612
Public Information, Hgr. 140	8616
Quality Control, Hgr. 140	8612
Safety Officer, Hgr. 140	8614
Seaplane Beaching Crew, Bldg. 1625A	8625
Student Control, Hgr. 140	8613
Survival, Hgr. 140	8624
Tactical Training, Hgr. 140	8624
Training Office, Hgr. 140	8624

AIRBORNE EARLY WARNING SQUADRON FOUR (VW-4)  
DETACHMENT (Hurricane Season Only):

Senior Naval Aviator	588
Duty Office	8194
Maintenance	796
Public Information Office	306

**NATTU**

Commanding Officer, Bldg. 500	8309
Executive Officer, Bldg. 500	8318

## Administrative Department:

Administrative Officer, Bldg. 500	8347
Administrative Assistant, Bldg. 500	8453
Central Office, Bldg. 500	465
Communications, Bldg. 500	8594
Forms Management Branch, Bldg. 500	8513
Safety Engineer, Bldg. 500	8453
Yard Mail, Bldg. 500	465

## Barracks:

Bldg. 402	8483/8398
Bldg. 543	8462
Bldg. 544	543
Bldg. 570	8305
Bldg. 571	469
Bldg. 573	8685
Bldg. 575	8434
Bldg. 581	782
Bldg. 582	8308
Bldg. 583	8581
Bldg. 701, Chief Petty Officers	8266

## Chaplains:

Senior Chaplain, Bldg. 563	8479
Roman Catholic, Bldg. 563	8479
Protestant, Bldg. 563	8522/8479

## Civilian Personnel Branch:

Civilian Personnel Office, Bldg. 500	8453
Civilian Personnel Officer, Bldg. 500	8347

## Clothing and Small Stores, Bldg. 513

726

## Dental Department:

Senior Dental Officer, Bldg. 560	8183
Appointment Desk, Bldg. 580	8165
Records, Bldg. 560	8330

## Disaster Control Officer, Bldg. 500

8513

## Discipline:

Discipline Officer, Bldg. 500	8228
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## First Lieutenant:

First Lieutenant, Bldg. 504	8255
Training Aids Shop, Bldg. 509	8589
Allocations, Requisitions, Bldg. 500	8340

## Legal Department:

Legal Officer, Bldg. 500	8368
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## Marine Aviation Detachment:

Commanding Officer, Bldg. 572	8320/8396
Executive Officer, Bldg. 572	8320/8396
Adjutant, Bldg. 572	8320/8396
Administrative Chief, Bldg. 572	8320/8396
AE Liaison Officer, Bldg. 512	8696
AO Liaison Officer, Bldg. 411	8498
Barracks:	
Bldg. 570 (AE Pers)	8305
Bldg. 571 (Perm Pers & AO Pers)	469
Bldg. 573 (MFC Pers)	8685
Building & Grounds Officer, Bldg. 574	8245
Company Commander, AE School, Bldg. 570	8305
Company Commander, AO School, Bldg. 571	469
Company Commander, MFC School, Bldg. 573	8685
Duty Officer, Bldg. 572	8571
Education NCO, Bldg. 572	400
Informational Services Office, Bldg. 572	8443
Legal Office, Bldg. 572	8396
Mechanical Fundamentals Course, Bldg. 610	8220/8471
Military Training Office, Bldg. 572	400

Military Training Officer, Bldg. 572	8571	Aviation Electrician's Mate Training Division:	
Operations & Training Officer, Bldg. 572	8571	Superintendent of Elec. Training, Bldg. 512	8270
Personnel Chief, Bldg. 572	8572	Administrative Office, Bldg. 512	488
Personnel Locator, Bldg. 572	8572	Records Section, Bldg. 512	8344
Personnel Officer, Bldg. 572	8573	Instructional Material Section, Bldg. 512	488
Postal Directory, Bldg. 555	8279	Correspondence and Filing Section, Bldg. 512	488
Receipt and Transfer Section, Bldg. 572	8573	Education Office, Bldg. 512	8254
Sergeant of the Guard, Bldg. 572	8571	Enlisted Personnel Branch, Bldg. 512	8524/8254
Sergeant Major, Bldg. 572	8443	Leading Chief, Bldg. 512	8524
Supply Officer, Bldg. 574	8245	Barracks CMAA, Bldg. 543	8462
		Barracks MAA, Bldg. 540	8239
		Barracks MAA, Bldg. 541	8566
		Barracks MAA, Bldg. 542	8567
		Barracks MAA, Bldg. 544	543
		Barracks MAA, Bldg. 545	8568
		Maintenance & Material Office, Bldg. 512	521/8258
		Linen Locker, Bldg. 512	521
		Technical Analyst, Bldg. 512	8344
		Testing Office, Bldg. 512	521
Medical Department:			
Senior Medical Officer, Bldg. 560	8129/8175		
Administrative Assistant, Bldg. 560	8370		
Aviation Medicine, Bldg. 560	8325		
Emergency, Bldg. 560	8175		
Records Office, Bldg. 560	8380		
Sick Call (Also after hours), Bldg. 560	8175		
Navy Exchange (NATTU Branch Stores):			
Barber Shop, Bldg. 554	8427	Aviation Electrician's Mate Primary Training Branch:	
Enlisted Men's Club, Bldg. 593	8428	Training Officer, AE(A) School, Bldg. 512	8344
Food Service Manager, Bldg. 554	8364	Educational Advisor, Bldg. 512	488
Laundry & Dry Cleaning, Bldg. 554	8427	Phase O & I, AE(A), Bldg. 425	8240
Maintenance Shop, Bldg. 424	8473	Phase II, AE(A), Bldg. 521	8598
Portrait Studio, Bldg. 554	8427	Phase III, AE(A), Bldg. 516	8432
Retail Store, Bldg. 554	8435	Phase IV, AE(A), Bldg. 422	8547
Restaurant, Bldg. 554	689	Phase VI, AE(A), Bldg. 523	653
Sandwich Shop, Bldg. 554	8526	Laboratory, AE(A), Bldg. 515	8433
Service Station, Bldg. 439	677		
Tailor Shop, Bldg. 554	8427		
Toyland Sales & Storage, Bldg. 514	8178	Aviation Electrician's Mate Advanced Training Branch:	
Vending Machine Manager, Bldg. 554	8364	Training Officer, AE(B) School, Bldg. 512	488
Warehouse (Food Service), Bldg. 554	708	Educational Advisor, Bldg. 512	488
Watch Repair Shop, Bldg. 554	8427	Phases I & II, AE(B), Bldg. 510	559
		Phases III & IV, AE(B), Bldg. 511	8541
Navy Finance Office Branch, Bldg. 500	8349		
Officer of the Day, Bldg. 500	8317/8591	Marine Liaison Branch:	
		Marine Liaison Officer, Bldg. 512	8696
Operations Division:			
Operations Officer, Bldg. 501	8395	Aviation Ordnanceman Training Division:	
Instructional Aircraft Maint., Bldg. 523	786	Supt. of Ordnance Training, Bldg. 411	8445
Log Office, Bldg. 501	8395	Administrative Office, Bldg. 411	8466
		Personnel Records, Bldg. 411	8466
Personnel Department:		Barracks CMAA, Bldg. 582	8308
Military Personnel Officer, Bldg. 500	735	Barracks MAA, Bldg. 581	782
Officer Personnel Office, Bldg. 500	8397	Barracks MAA, Bldg. 580	8243
Enlisted Personnel Officer, Bldg. 500	8319	Leading Chief, Bldg. 411	8555
Absentee Yeoman, Bldg. 500	349	Personnel and I&E Officer, Bldg. 411	8466
Career Information Team, Bldg. 500	8389	Marine Liaison Officer, Bldg. 411	8498
Classification Chief, Bldg. 500	8389	Material & Tra. Aid Officer, Bldg. 622	429
Enlisted Personnel CPO, Bldg. 500	8476	Material Office, Bldg. 414	8265
Enlisted Personnel Directory, Bldg. 500	349	Technical Analyst, Bldg. 411	547
Information & Education Office, Bldg. 500	8388	Reference Library, Bldg. 411	547
Leave & Rations Yeoman, Bldg. 500	349	Testing Office, Bldg. 411	8486
Night Duty Yeoman, Bldg. 500	349		
Receipt Yeoman, Bldg. 500	8379	Aviation Ordnanceman (A) School:	
Transfer Yeoman, Bldg. 500	8484	Training Officer, Bldg. 411	8316
Receipt and Transfer, Bldg. 402	8483	Educational Advisor, Bldg. 411	547
Separation Yeoman, Bldg. 500	8484	Malfunction Range, Bldg. 537	8543
Supervisor, Personnel Section, Bldg. 500	8476	Phase Officer & Phases I, II & IV, Bldg. 411	8447
		Phase Officer, Phase III, Bldg. 411	8447
		Phase III, Bldg. 411	8265
		Phase Officer & Phase V, Bldg. 622	429
Postal Services:		Aviation Ordnanceman (B) School:	
Postal Officer, Bldg. 500	8347	Training Officer, Bldg. 411	8445
Directory Service, Bldg. 555	8279	Educational Advisor, Bldg. 411	547
		Phase Officer, All Phases, Bldg. 411	8544
Security Office:		Training Facilities Division:	
Security Officer, Bldg. 504	8255	Tra Fac & Military Leadership Officer,	
Petty Officer of the Watch, Bldg. 500	8591	Bldg. 501	8395/8358
Security Zone #1, Navy, Bldg. 500	8591	Art Shop, Bldg. 501	8503
Security Zone #2, Marines, Bldg. 572	8571	Instructor Training, Bldg. 501	8595/8511
		Machine Scholastic Records, Bldg. 500	8262
Service Information Office, Bldg. 500	8389	Naval Leadership Training, Bldg. 501	8219
Special Services Division:		Photographic Officer, Bldg. 501	8395
Special Services Officer, Bldg. 500	8513	Photography Laboratory, Bldg. 524	8493
EM Club, Bldg. 593	212	Projector Repair Shop & Film Library, Bldg. 501	8503
Gymnasium, Bldg. 513	698	Test & Test Analysis, Bldg. 500	8262
Leading Chief, Bldg. 563	8525		
Library, Bldg. 563	8525		
Training Department:		Transportation:	
Director of Training, Bldg. 500	8234/8358	Transportation, Bldg. 500	8340
Educational Advisor, Bldg. 500	8234/8358	Transportation Pool, Bldg. 504	609



# U. S. Naval Hospital

U. S. NAVAL HOSPITAL; Direct Line 387-1621

NAS to HOSPITAL, Dial "88", then dial desired USNH No.

FIRE - Report location of Fire to Hospital Operator

Officer of the Day 88-205

Information Desk 88-205

Commanding Officer 88-201  
Executive Officer 88-222

Administrative Officer 88-202  
Administrative Office 88-203

American Red Cross:  
Field Director (388-2834) 88-211  
Recreation 88-212  
Social Service (388-2834) 88-213

Anesthesiology Service:  
Chief, Anesthesiology Service 88-254  
Anesthesiologist 88-254  
Chaplain 88-215

Data Processing Division:  
Chief, Data Processing Div. 88-323  
Data Processing Office 88-323

Dental Service:  
Chief, Dental Service 88-225  
Dental Clinic 88-225

Dermatology Service:  
Chief, Dermatology Service 88-240  
Dermatology Clinic 88-240

Disbursing Office 88-303

Eye, Ear, Nose and Throat Service:  
Chief, Eye, Ear, Nose & Throat Serv. 88-223  
EENT Ward 88-253  
Ophthalmology 88-238  
Optometry 88-239  
Otolaryngology 88-223

Fiscal and Supply Division:  
Chief, Fiscal & Supply Div. 88-320  
Accounting 88-321  
Budget 88-321  
Civilian Payroll 88-321  
Collection Agent 88-325  
Issue Room 88-324  
Purchasing 88-322  
Receiving 88-324  
Stock Control 88-322  
Warehouse 88-326

Food Service Division:  
Chief, Food Service Div. 88-330  
Diet Kitchen 88-332  
Enlisted Mess Hall 88-330  
Galley 88-330  
Officers' Mess 88-330  
Hospital Corps Quarters 88-295

Information Desk 88-205/206

Laboratory Service:  
Chief, Laboratory Service 88-296  
Blood Bank 88-263  
Laboratory Office 88-226/246  
Morgue 88-348  
Pathology Office 88-236

Maintenance Division:  
Chief, Maintenance Div. 88-340  
Maintenance Office 88-340  
Power Plant 88-348

Medical Service:  
Chief, Medical Service 88-221  
Electrocardiographic Clinic 88-267  
Medical Clinic 88-267

Navy Exchange:  
Navy Exchange Office \*8-537  
Barber Shop \*8-560  
Beauty Shop \*8-560  
Optical Shop \*8-560  
Retail Store \*8-537

Neuropsychiatric Service:  
Chief, Neuropsychiatric Service 88-242  
Neuropsychiatric Clinic 88-242  
Neuropsychiatric Ward 88-273

Nursing Service:  
Chief, Nursing Service 88-228  
Nursing Service Office 88-228  
Nurses Quarters (Official) 88-293

Obstetrics and Gynecology Service:  
Chief, OB-GYN Service 88-224  
Delivery Room 88-282  
Medical Secretary, Dependents Hosp. 88-280  
OB-GYN Intern 88-285  
Officer of the Day 88-205

Operating Services Division:  
Chief, Operating Services Div. 88-305  
Forms - Reproduction 88-324  
Garage 88-346  
Linen Room 88-345  
Medical Repair 88-342  
Officers' Mail Room 88-203  
Transportation 88-346

Orthopedic Service:  
Chief, Orthopedic Service 88-241  
Cast Room 88-241  
Orthopedic Ward 88-256  
Physiotherapy 88-255

Out-Patient Service:  
Chief, Outpatient Service 88-240  
Emergency Room 88-231  
Outpatient Clinic 88-224/245

Pediatric Service:  
Chief, Pediatric Service 88-244  
Nursery 88-284  
Pediatric Clinic 88-244  
Pediatric Ward 88-264

Personnel-Records Division:  
Chief, Personnel Records Div. 88-310  
Admission Office 88-317  
Civilian Personnel Office 88-313  
Decedent Affairs 88-310  
Dictation Service 88-319  
Patient Personnel Office 88-311  
Physical Examining Room 88-317  
Staff Military Personnel 88-312

Pharmacy Service:  
Chief, Pharmacy Service 88-229  
Pharmacy Office 88-229  
Post Office 88-298

Radiology Service:  
Chief, Radiology Service 88-237  
X-ray Clinic 88-227

Security and MAA Division:  
Chief, Security & MAA Div. 88-305  
Legal Office 88-305  
Master-At-Arms Office 88-304  
Security Office 88-305

Special Services Division:  
Chief, Special Services Div. 88-307  
Library (Crew's) 88-308  
Special Services Office 88-307

Surgical Service:  
Chief, Surgical Service 88-222  
Central Surgical Supply 88-265  
Operating Room 88-254

Wards:  
Ward A-3 (EENT) 88-253  
Ward A-6 (Orthopedics) 88-256  
Ward A-7 (Surgical) 88-257  
Ward A-8 (Surgical) 88-258  
Ward A-9 (Female Medical) 88-259  
Ward A-10 (Female Surg. & Orth.) 88-250  
Ward B-4 (Pediatrics) 88-264  
Ward B-6 (Intensive Care) 88-266  
Ward B-7 88-267  
Ward C-1 (Medical) 88-271  
Ward C-2 (Medical) 88-272  
Ward C-3 (NP) 88-273  
Ward C-4 (Medical) 88-274  
Ward C-5 (SOQ) 88-275  
Ward E-1 (Obstetrics) 88-281  
Ward E-3 (Gynecology) 88-283

Waves Quarters 88-294



# N. A. S. Cecil Field

## COMMANDING OFFICER'S OFFICE

Commanding Officer, Bldg. 12 .....	200
Executive Officer, Bldg. 12 .....	201
Secretary, Bldg. 12 .....	200

## ACCIDENT REPORTS

Dispensary, Bldg. 199 .....	212
OOD, Bldg. 12 .....	211
Station Police, Bldg. 327 .....	381

## ADMINISTRATION DEPARTMENT

Administration Officer, Bldg. 12 .....	357
Administrative Assistant, Bldg. 12 .....	202
Afterburner (Station Newspaper), Bldg. ....	8163
Amateur Radio Shack, Bldg. 4 .....	8114
Athletic Director, Bldg. 4 .....	8111
Athletic Gear Locker, Bldg. 4 .....	8112
Barracks Officer, Bldg. 12 .....	203
Bowling Alley, Bldg. 5 .....	241
Communications Officer, Bldg. 82 .....	209
CPO Swimming Pool, Bldg. 21 .....	8156
Crypto Center, Bldg. 82 .....	210
Discharge/Fleet Reserve/Transfer, Bldg. 12 .....	358
Distribution & Duplicating, Bldg. 12 .....	371
Duty MAA, Bldg. 386 .....	8186
EM Swimming Pool, Bldg. 220A .....	8169
Golf Course Club House, Bldg. 27 .....	243
Golf Course Maintenance Shed, Bldg. 238 .....	8100
Hobby Shop Carpentry Shop, Bldg. 4 .....	8115
Hobby Shop Garage, Bldg. 9 .....	334
Information (Personnel) Bldg. 12 .....	233
Information & Education Office, Bldg. ....	8164
Leadership Coordination Office, Bldg. 12 .....	8101
Leading Chief, Bldg. 4 .....	8113
Leading Chief, Bldg. 82 .....	209
Linen Locker, Bldg. 92 .....	8191
Mail & File, Bldg. 12 .....	366
Message Center, Bldg. 82 .....	210
Military Personnel Officer, Bldg. 12 .....	8101/203
Office Methods, Bldg. 12 .....	371
Officers' Records, Bldg. 12 .....	207
ORF Swimming Pool, Bldg. 340 .....	8181
Post Office, Bldg. 5 .....	240
Postal Officer, Bldg. ....	8164
Rations/Discipline/Leave, Bldg. 12 .....	233
Registered Publications, Bldg. 82 .....	210
Special Services Officer, Bldg. 4 .....	8110
TAD/Transient, Bldg. 12 .....	204
Theater, Bldg. 333 .....	391
Afterburner (Station Newspaper), Bldg. ....	8163

## AIRCRAFT MAINTENANCE DEPARTMENT

Aircraft Maintenance Officer, Hanger 67 .....	110
Administrative Office, Hanger 67 .....	109
Airframes Officer, Hanger 67 .....	114
Airframes Shops, Hanger 67 .....	123
Asst. Aircraft Maintenance Officer, Hanger 67 .....	109
Aviator's Equipment Officer, Bldg. 329 .....	8161
Avionics Officer, Hanger 67 .....	113
Avionics Shop, Hanger 13 .....	544
Battery Shop, Bldg. 106 .....	356
BUWEPSTLTREADREP, Hanger 67 .....	124
Duty Office (Non-Working hours), Hanger 67 .....	114
Duty Office (Working hours), Hanger 67 .....	146
Electric Shop, Hanger 67 .....	168
Equipment Officer, Bldg. 312 .....	257
Fire Control Shop, Hanger 67 .....	167
Ground Support Equipment Shop, Bldg. 312 .....	256
GTC-85 Repair Shop, Bldg. 313 .....	467
Hanger Branch, Hanger 67 .....	145
Hanger Division Officer, Hanger 67 .....	112
J57 Shop, Bldg. 313 .....	468
J65 Shop, Bldg. 313 .....	457
J71 Shop, Bldg. 313 .....	466
Leading Chief, Hanger 67 .....	146
Line Branch, Bldg. 308 .....	115
Line Division Officer, Hanger 67 .....	112
Material Office, Hanger 67 .....	122
Material Storeroom, Hanger 67 .....	169
Navigation-Communication Shop, Hanger 67 .....	121
Oxygen Shop, Bldg. 330 .....	489

Paint Shop, Bldg. 312 .....	256
Parachute Loft, Bldg. 329 .....	8160
Personnel Office, Hanger 67 .....	146
Planning CPO, Hanger 67 .....	114
Planning Office, Hanger 67 .....	114
Planning Officer, Hanger 67 .....	112
Power Plants Chief, Bldg. 313 .....	269
Power Plants Officer, Bldg. 313 .....	267
Quality Control Officer, Hanger 67 .....	113
Records and Reports, Hanger 67 .....	114
Screening and Identification, Hanger 67 .....	169
Special Tools, Hanger 67 .....	173
Technical Publications Library, Hanger 67 .....	150
Test Cells, Bldgs. 334/339 .....	397
Test Equipment Center, Hanger 67 .....	168
Training CPO, Hanger 67 .....	113
American Red Cross, Bldg. 25 .....	377
Athletic Director (See Adm. Dept.)	
Aviation Training Aids Branch (See NAMTG)	
Bachelor Officers' Quarters (See Commissioned Officers' Mess)	
Bank, The Barnett National, NAS Facility, Bldg. 26 .....	226
Barber Shop, BOQ, Bldg. 331 .....	8118

## BARRACKS

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Barracks 90 .....	8198
Barracks 92 .....	8192
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Barracks 387 .....	8187

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## Central Office (See Adm. Dept.)

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## CHAPLAINS

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Protestant Chaplain, Bldg. 25 .....	331
Senior Chaplain, Bldg. 25 .....	311
Civilian Personnel, Bldg. 39 .....	281
Classified Files, Bldg. 12 .....	308
Clothing & Small Stores, Retail, Bldg. ....	259

## CLUBS

Acey Ducey Club, Bldg. 220 .....	8153
Chief Petty Officers' Club, Bldg. 221 .....	320
Enlisted Men's Club, Bldg. 220 .....	8154
Golf Club House, Bldg. 27 .....	243
Officers' Recreation Facility, Bldg. 340 .....	8180
Commissary Store, Bldg. 30 .....	485

## COMMISSIONED OFFICERS' MESS

Leading Chief/ Purchase Agent, Bldg. 331 .....	276
Lobby Desk, Bldg. 331 .....	255/228
Mess Manager, Bldg. 331 .....	275
Mess Treasurer/Cashier, Bldg. 331 .....	275
Steward's Lounge, Bldg. 328 .....	8354
V.I.P. Room, Bldg. 331 .....	8262
Communications (See Adm. Dept.)	

## COMPTROLLER DEPARTMENT

Comptroller, Bldg. 8 .....	300/301
Accounting Supervisor, Bldg. 8 .....	305
Agent Cashier, Bldg. 8 .....	8120
Allotment Branch, Bldg. 8 .....	323
Budget Analyst, Bldg. 8 .....	300
Cost Branch, Bldg. 8 .....	302
Deputy Comptroller, Bldg. 8 .....	300/301
Disbursing Officer, Bldg. 8 .....	8120
Inventory Accounting Branch, Bldg. 8 .....	304
Management Analyst, Bldg. 8 .....	300
Non-Appropriated Funds Acct'g. Br., Bldg. 8 .....	322
Pay Record Section, Bldg. 8 .....	8121/8122
Payroll & Timekeeping Branch, Bldg. 8 .....	302
Plant Account Section, Bldg. 8 .....	304
Travel Section, Bldg. 8 .....	8123
Credit Union, Bldg. 26 .....	205

## DENTAL DEPARTMENT

Appointment Desk, Bldg. 39 .....	260
Senior Dental Officer, Bldg. 39 .....	261

Dependent's Clinic, Bldg. 199 .....	404
Directory Service, Bldg. 5 .....	240
Disbursing Officer (Sec Comptroller Dept.) .....	
Discipline Officer, Bldg. 12 .....	203
Dispensary (Sec Medical Dept.) .....	
Douglas Aircraft Factory Rep., Bldg. 41 .....	132
Driver Training & Testing, Bldg. 39 .....	283

#### DUTY OFFICERS

Aviation Maintenance Duty Officer, Hgr. 67 (Non-working hours) .....	114
Aviation Maintenance Duty Officer, Hgr. 67 (Working hours) .....	146
CDO (NAS), Bldg. 12 .....	211
Crypto (NAS), Bldg. 82 .....	210
Dental (NAS), Bldg. 39 .....	260
Duty MAA, Barracks 386 .....	8186
FADD0, Hanger 67 .....	100/101
Medical (NAS), Bldg. 199 .....	401
ODO (NAS), Bldg. 82 .....	481/482
ODO (NAS), Bldg. 12 .....	211
Supply Duty Officer, Bldg. 68A .....	351
Employment Office (See IRO Dept.) .....	
Enlisted Personnel Officer (See Adm. Dept.) .....	

#### EXPLOSIVE ORDNANCE DISPOSAL

Bldg. 636 .....	6-53
1600-0730 .....	6-31
Faetulant, Naval Air Mobile Trainer, Bldg. 338 .....	414/416
Fire (Give full information and stand by until ordered to secure), Bldg. 9 .....	333
Fire Chief (See Security Dept.) .....	
First Aid, Dispensary, Bldg. 199 .....	401
Fleet Pressure Suit Facility, Bldg. 255 .....	137/138
Flight Planning, Bldg. 82 .....	493

Galley, Bldg. 91 .....	8146
Garage Dispatcher, Bldg. 80 .....	447
Girl Scout Hut (Troop 32), Bldg. 140 .....	8149
Golf Course Club House (See Adm. Dept.) .....	
Ground Electronics (See Operations Dept.) .....	
Guest House, Bldg. 500 .....	216

Hobby Shop (See Adm. Dept.) .....	
HOUSING OFFICE, Bldg. 1 .....	445
1600-0730 .....	441

#### Identification & Pass Office (See Security Dept.)

#### INDUSTRIAL RELATIONS DEPARTMENT

Industrial Relations Officer, Bldg. 39 .....	280
Driver Training & Testing Examiner, Bldg. 39 .....	283
Employee Relations Supt., Bldg. 39 .....	284
Employment Superintendent, Bldg. 39 .....	281
Safety Officer (Ground), Bldg. 39 .....	282
Training Superintendent, Bldg. 39 .....	284
Investigations, Bldg. 39 .....	287/288

Jacksonville Naval Air Station .....	EV -9-7711
Jacksonville Navy Recruiting Station, PO Bldg. ....	EL-6-3301

Kindergarten, Bldg. 140 .....	8149
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Legal Officer, Bldg. 12 .....	208
Library .....	
Film Training, Bldg. 338 .....	416
NAS Library, Bldg. 25 .....	311/331
Linen Locker, Bldg. 92 .....	8191
Link Trainer, Bldg. 338 .....	416

Magazine & Armory Branch, Ordinance, Bldg. 502 .....	223/224
Mail & File, Bldg. 12 .....	366

#### MARINE BARRACKS

Commanding Officer, Bldg. 605 .....	6-41
Executive Officer, Bldg. 605 .....	6-43
Administrative Chief, Bldg. 605 .....	6-45
Corporal of the Guard, Bldg. 615 .....	6-66

Duty Non-Comm. Officer, Bldg. 615 .....	6-48
Guard Officer, Bldg. 615 .....	6-67/6-68
Mayport Naval Station .....	CH9-9071

#### MEDICAL DEPARTMENT

Senior Medical Officer, Bldg. 199 .....	400
Administrative Officer, Bldg. 199 .....	407
Asst. Medical Officer, Bldg. 199 .....	408
Aviation Physiological Trng. Ofcr., Bldg. 198 .....	408
Dependents' Clinic, Bldg. 199 .....	408
Emergency ONLY, Bldg. 199 .....	211
Flight Surgeon, Bldg. 199 .....	401
Information Desk, Bldg. 199 .....	401
Leading Chief, Bldg. 199 .....	401
Medical Duty Officer, Bldg. 199 .....	401
Medical Storeroom, Bldg. 199 .....	401
Physical Examination, Bldg. 199 .....	401
Physiological Trng. Appt. Desk, Bldg. 198 .....	408
Record Office, Bldg. 199 .....	400
Sanitation, Bldg. 199 .....	407
Weight Clinic, Bldg. 199 .....	401
Meteorological Officer, Bldg. 82 .....	229/262

#### NAVAL AIR MAINTENANCE TRAINING GROUP

Area Representative, Bldg. 338 .....	415/416
Leading Chief, Bldg. 338 .....	415
Namtradet 1097 (F8U), LCPO, Bldg. 338 .....	359
Namtradet 3003 (J57), LCPO, Bldg. 338 .....	359
Namtradet 3005 (GTC), 85, LCPO, Bldg. 338 .....	239
Namtradet 3026 (Adm. Maint.), LCPO, Bldg. 338 .....	239

#### NAVY EXCHANGE

Acey Ducey Club, Bldg. 220 .....	8152
Barber Shop, BOQ, Bldg. 331 .....	8118
Beauty Salon, Bldg. 17 .....	8107
EM Club (Beacon), Bldg. 220 .....	8154
Navy Exchange Office, Bldg. 5 .....	376
Restaurant & Fountain, Bldg. 5 .....	338
Retail Store, Bldg. 5 .....	375
Service Station, Bldg. 46 .....	392
Navy Relief Office, Bldg. 25 .....	311/331
Notary Public, Bldg. 12 .....	208
Nursery, Bldg. 24 .....	8108

#### Office Methods (See Adm. Dept.)

Office Of Naval Intelligence, Bldg. 41 .....	253
Officer Of The Day (See Duty Officers) .....	
Officers' Recreational Facility .....	
Manager, Bldg. 340 .....	8180
Swimming Pool, Bldg. 340 .....	8181

#### OPERATIONS DEPARTMENT

Operations Officer, Bldg. 82 .....	225
Air Terminal Officer, Bldg. 82 .....	474
ATC Officer, Bldg. 82 .....	369
Aviation Safety Office, Bldg. 82 .....	360
Control Tower Branch Office, Bldg. 82 .....	370
Crash Officer, Bldg. 72 .....	244
Duty Photographer (After 2200) .....	481
Duty Section (0700-2200) .....	265
Duty Section (After 2200) .....	481
Electronics Shop, Bldg. ....	265
Flight Clearance Desk, Bldg. 82 .....	441/482
Flight Planning, Bldg. 82 .....	493
Flight Schedules, Bldg. 82 .....	474
Flight Support Officer, Bldg. 82 .....	230
Forecaster, Bldg. 82 .....	229
Ground Electronics Maint. Div. Officer, Bldg. 82 .....	492
Leading Chief, ATC, Bldg. 82 .....	370
Leading Chief, Operations, Bldg. 82 .....	474
Material Clerk, Bldg. 82 .....	268
Meteorological Div. Officer, Bldg. 82 .....	262
Operations Duty Officer, Bldg. 82 .....	481/482
Photographic Div. Officer, Bldg. 41 .....	348
Photo Lab Leading Chief, Bldg. 41 .....	277/348
Radar Branch Office, Bldg. 82 .....	369
Radar Scheduling, Bldg. 82 .....	8143
RATCC Maintenance Shop, Bldg. 82 .....	492
RIO Control, Bldg. 82 .....	8143
Search & Rescue Officer, Bldg. 82 .....	474

Parachute Loft, Bldg. 329 .....	8160
Pass & ID Office, Bldg. 327 .....	479



Personnel Officer (See Adm. Dept.)	
Personnel Records, Civil Service, Bldg. 39	281
Photo Officer (See Operations Dept.)	
Physiological Training Unit (See Medical Dept.)	
Plan Of The Day, Bldg. 12	357
Police (Duty Petty Officer), Bldg. 327	381

## PUBLIC WORKS DEPARTMENT

Public Works Officer	440
Administrative Division, Director, Bldg. 1	445
Assistant Public Works Officer, Bldg. 1	449
Engineering Division, Bldg. 1	342
Generation & Distribution Plant, Bldg. 11	315
Housing Office, Bldg. 1	445
Maintenance Control Director, Bldg. 1	452
Maintenance Division, Ch. Qtrmn. Bldg. 81	246/8140
Maintenance Division, Leadingmen, Bldg. 81	246/8140
Maintenance Scheduler, Bldg. 81	246/8140
Material Procurement, Bldg. 1	448
Methods & Standards, Bldg. 1	452
Motor Pool Dispatcher, Bldg. 80	447
Office Services & Personnel, Bldg. 1	440/449
Planner/Estimators, Bldg. 1	441/442
Plant Account, Bldg. 1	443
Reports & Statistics, Bldg. 1	444
Reports Clerk, Bldg. 1	443
Sewage Treatment Plant, Bldg. 15	8105
Shops Engineer, Bldg. 81	8140
Shops Planner, Bldg. 98	341
Shops Stores, Maintenance, Bldg. 81	309
Shops Stores, Transportation, Bldg. 80	453
Taxi Dispatcher, Bldg. 80	487
Telephone Office, Bldg. 1	443
Transformer Station, North Substation	427
Transformer Station, South Substation	428
Transportation Division, Qtrmn. Bldg. 80	446
Transportation Engineering Officer, Bldg. 80	446
Transportation Estimator, Bldg. 80	455
Transportation Maintenance, Bldg. 80	454
Transportation Operations, Bldg. 80	447
Transportation Prod. Dispatcher, Bldg. 80	455
Trouble/Service, Bldg. 1	441/442
Utilities Division, Quartermen, Bldg. 11	315
Water Plant No. 1, Bldg. 16	8104
Water Plant No. 2, Bldg. 361	8173

## QUARTERS

"A"	Dial "0"
"B"	8301
"C"	8302
"D"	8303
"E"	8304
"F"	8305
"G"	8306
"H"	8307
"I"	8308
"J"	8309
"K"	8310
"L"	8311
"M"	8312
"N"	8313
"O"	8314
"P"	8315
"Q"	8316
"R"	8317

ATCC No. 43, Bldg. 82	369/370
Receipt & Transfer Section, Bldg. 12	233
Ed Cross Field Director, Bldg. 25	377
Repair Service PW Dept. Maint., Bldg. 1	441/442
OICC, Bldg. 1	263/264
Restaurant & Fountain, Bldg. 5	338

Safety Officer (Aviation), Bldg. 82	360
Safety Officer (Explosives), Bldg. 626	6-23/6-53
Safety Officer (Ground), Bldg. 39	282
Sanitation Inspector, Bldg. 199	407

## SECURITY DEPARTMENT

Security Officer, Bldg. 327	382/383
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Administration, Bldg. 327	383
Fire Chief, Bldg. 9	335
Fire House Dispatcher, Bldg. 9	232
Fire Reports, Bldg. 9	333
Leading Chief/Chief of Police, Bldg. 327	382
Pass & ID Officer, Bldg. 327	479
Security Police (Duty Petty Officer), Bldg. 327	381
Station Investigators	287/288
Service Information Officer	8163
Service Station, Bldg. 46	392
Shore Patrol Headquarters, Jax.	EL-3-5755
Southern Materials	329
Special Services (See Admin. Dept.)	

## SUPPLY DEPARTMENT

Supply Officer, Bldg. 8	313/314
Admin. & Plan. Div. Officer, Bldg. 8	313/314
Aircraft Fuel Del. Br., Bldg. 43A	8138
AOCPS Desk, Bldg. 8	388/8128
Asst. Supply Officer, Bldg. 8	421
Auxiliary Store "A", Hgr. 67	169
Auxiliary Store "B", Bldg. 81	309
Auxiliary Store "D", Bldg. 80	453
Auxiliary Store "I", (Forms & Pubs.)	429
Auxiliary Store "J", Bldg. 313	469
Auxiliary Store "W", Bldg. 617	6-62
Auxiliary Stores Br. Sup.	429
Aviation Stores Section, Bldg. 68A	351/354
Buying & Order Section, Bldg. 8	431/433
Chief Commissaryman, Bldg. 91	316
Clothing & Small Stores Issue Room	259
Clothing Division Officer, Bldg. 91	316
Commissary Division Officer, Bldg. 91	316
Communication Section, Bldg. 8	8129
Control Division Officer, Bldg. 8	421
Day Tank No. 1, Bldg. 293	386
Day Tank No. 2, Bldg. 341	8174
Delivery Section, Bldg. 68	344
Disposal Branch Supervisor, Bldg. 335	340
Disposal Storage, Bldg. 179	8151
Fast Delivery Call-In Desk, Bldg. 68A	353
Flammable Storage, Bldg. 335	340
Flight Clothing Issue, Bldg. 241	8155
Fuel Division Officer, Bldg. 43A	8174
Fuel Division Supervisor, Bldg. 285	439
Fuel Inspection Branch, Bldg. 293	386
Fuel Inventory Control Branch, Bldg. 341	8174
Galley, Bldg. 91	8146
General Files & Corres. Sect., Bldg. 8	303
Inventory Div. Supv., Bldg. 8	8124
Labor & Equipment. Br. Supv., Bldg. 68	344
Leading Chief (Mil. Pers.), Bldg. 68A	437/471
Liaison Section, Bldg. 68	438
Management Engineering & Standards, Bldg. 8	364
Management Planning Br. Supv., Bldg. 8	363
Material Div. Officer, Bldg. 68A	437/471
Material Inspection Section, Bldg. 68	435
Mess Deck, MAA, Bldg. 91	8147
Mobile Refueling Unit, Bldg. 240	362
Naval Material Section, Bldg. 8	319
Programs Management Br. Supv., Bldg. 8	388
Purchase Br. Supv., Bldg. 8	432
Receipt Control Br. Supv., Bldg. 8	430
Receiving Section, Bldg. 68	435
Requisition & Invoice Section, Bldg. 8	422
Screening & Identification Sect., Bldg. 67	173
Services Br. Supv., Bldg. 8	303
Shipping Section Supv., Bldg. 68	461
Shop Store No. 30 (Automotive), Bldg. 80	453
Shop Store No. 65 (Medical), Bldg. 199	403
Small Purchase Section, Bldg. 8	8127
Statistical Section, Bldg. 8	364
Stock Control Battery No. 1 (Aviation Stores) Bldg. 8	8130
Stock Control Battery No. 2 (Aviation Stores) Bldg. 8	8126
Stock Control Battery No. 3 (General Stores) Bldg. 8	8125
Stock Control Supv., Bldg. 8	420
Stock Reporting Section, Bldg. 8	422
Storage Br. Supv., Bldg. 68A	437/471
Tech. Div. Supv., Bldg. 68A	352
Traffic Br. Supv., Bldg. 68	460

## SWIMMING POOLS

CPO Pool, Bldg. 21	8156
EM Pool, Bldg. 220	8169
Officers' Pool, Bldg. 340	8181



Taxi (Official Use Only), Bldg. 80 .....	487
Technical Publications Library, Hgr. 67 .....	150
Telephone Information (See PW Dept.) .....	
Theater, Bldg. 333 .....	391
Trouble Reports, PW. Maint., Bldg. 1.....	441/442

Water Treatment Plant No. 1, Bldg. 16 .....	8104
Water Treatment Plant No. 2, Bldg. 361 .....	8173

#### WEAPONS DEPARTMENT

(Numbers with a "6" prefix are located North of Hwy. 228)

Weapons Officer, Bldg. 607 .....	6-21
Administrative Officer, Bldg. 607 .....	6-25
Asst. Weapons Officer, Bldg. 607 .....	6-24
Aviation Adm. Clerk., Bldg. 502 .....	237
Aviation Ordnance Officer, Bldg. 502 .....	237
Battery Charging, Bldg. 624 .....	6-58
Boresight Range, Bldg. 352 .....	394
Chief Military Inspector, Bldg. 626 .....	6-57
Classified Files, Bldg. 607 .....	6-34
Duty Officer (After 1600), Bldg. 607 .....	6-31
Duty Section (After 1600), Bldg. 502 .....	223/224
Explosive Ordnance Disposal, Bldg. 636 .....	6-70
Galley, Bldg. 606 .....	6-60
Handling Officer, Bldg. 623 .....	6-53
Magazine & Armory Br., Bldg. 502 .....	223/224
Magazine No. 27 .....	6-77
Magazine No. 39 .....	6-79
Maintenance Officer .....	6-28
MAYPORT NAVAL STATION .....	CH-9-9071
Asst. Div. Officer, Bldg. 190 .....	421
Inspect. Div. Officer, Bldg. 190 .....	191
Shop (After 1600), Bldg. 190 .....	103
Supply, Bldg. 190 .....	8333
Mechanical Supervisors, Bldg. 626 .....	6-51
Missile Branch, Bldg. 502 .....	237/238
Navy Barracks, Bldg. 605 .....	6-49
Pass & Badge, Bldg. 607 .....	6-36
Plant Supervisor, Bldg. 626 .....	6-55
Production Control, Bldg. 617 .....	6-63
Public Works Liaison, Bldg. 602 .....	6-72
Railway Platform, Bldg. 635 .....	6-70
Shop, Bldg. 602 .....	6-75
Spray Paint Locker, Bldg. 625 .....	6-59
Storeroom, Bldg. 626 .....	6-50
Tech, Maint. & Repair, Bldg. 617 .....	6-64
Tech, Supply Officer, Bldg. 617 .....	6-61
Technical Supply, Bldg. 617 .....	6-61
Warehouse, Bldg. 617 .....	6-64
Wright Clinic, Bldg. 199 .....	405
Whitehouse Field .....	EV-8-4961

Armory, Bldg. 14.....	251
Athletic Gear Locker, Bldg. 24.....	221
Auto/Wood Hobby Shop, Bldg. 246.....	291
Auxiliary Stores: See "Supply"	

Bachelor Officer's Quarters, Bldg. 36.....	21
Bank, American National, Bldg. 54.....	361
Barber Shop:	
Enlisted Men, Bldg. 24.....	391
Officers/Chiefs, Bldg. 36.....	211
Barracks:	
Barracks 5, Bldg. 5.....	231
Chiefs' Quarters, Bldg. 36.....	211
Beverage Store, Bldg. 265.....	371
Blood Bank (Civilian), Bldg. 1.....	271
Bowling Lanes (Cafeteria), Bldg. 13.....	361
Bowling Lanes (Beach Bowl), Bldg. 244.....	411
BuWeps Fleet Readiness Rep., Bldg. 190.....	420/421

Cafeteria, Bldg. 13.....	371
Captain of the Port-6925 Evergreen, Jax. ....	765-4422
Catapult & Arresting Field Serv. Unit (CAFSU)	
Bldg. 160.....	486/488
Chaplains Office:	
Catholic, Bldg. 216.....	405
Protestant, Bldg. 216.....	408
Navy Relief, Bldg. 216.....	407
Chief of Fire Div., Bldg. 47.....	335
Clothing & Small Stores - Retail, Bldg. 264.....	397
Clubs:	

Acce-Duecy (1st & 2nd Class), Bldg. 2.....	426
Chief Petty Officers' (CPO), Bldg. 242.....	431/432
Enlisted Men Club, Bldg. 245.....	595/596
Golf Club (Kibbe Room), Bldg. 187.....	227
Officers' Club, Bldg. 243.....	413/414
Package Store, Bldg. 186.....	215
Fleet Stag Bar, Bldg. 161.....	376
Coast Guard Buoy Tender "Sweet Gum".....	Dial "Operator"
Coast Guard Light House (NavSta).....	246-2425
Collimation Tower, Bldg. 70.....	489
Command Duty Officer, Bldg. 90.....	251
Commanding Officer, Bldg. 1.....	200
Commissary Officer, Bldg. 191.....	494
Commissary Store/OinC, Bldg. 46.....	371
Communications Division:	
Communications Officer, Bldg. 90.....	341
Message Center/Information, Bldg. 90.....	340/343

#### COMPTROLLER DEPARTMENT

Comptroller/Deputy Comptroller, Bldg. 9.....	541
Fiscal Office, Bldg. 9.....	542
Stores Return, Bldg. 9.....	544
Country Store (Navy Exchange), Bldg. 156.....	381
Crash Fire Department, Bldg. 37.....	222
Credit Union, Bldg. 188.....	404
CruDes Lant Career and Appraisal, Bldg. 24.....	459
CruDes Lant Supply, Bldg. 24.....	214/264

## Naval Station, Mayport

#### COMMANDING OFFICER'S OFFICE:

Commanding Officer, Bldg. 1.....	200
Executive Officer, Bldg. 1.....	201/202
Secretary, Bldg. 1.....	201/202
Accident Reports:	
OOD, Bldg. 1.....	204/205
Dispensary, Bldg. 298.....	506
Safety Assistant, Bldg. 1.....	248
Station Police, Bldg. 213.....	330

#### ADMINISTRATION DEPARTMENT

Communications Officer.....	342
Administration Officer, Bldg. 1.....	235
Communication Div: See under "C", Bldg. 90.....	340/341
Discipline Officer, Bldg. 9.....	223/247
Legal Officer, Bldg. 9.....	247
Mail Room.....	237
Naval Personnel Officer, Bldg. 53.....	220
Naval Personnel Office, Bldg. 53.....	224/225
Office Services Branch, Bldg. 1.....	235
Service Information Office, Bldg. 9.....	226/238
Special Services Office, Bldg. 24.....	228/229
Aerology, Bldg. 90.....	283
Air Operations: See under "O", Bldg. 90.....	251
Amateur Radio Station, Bldg. 48.....	402
Ambulance, Bldg. 298.....	444
American National Bank Facilities, Bldg. 54.....	368
American Red Cross, Bldg. 213.....	410
Antarctic Support Activities: Detachment "B"	
Administration, Bldg. 9.....	221
Field Unit - On Runway.....	213

#### DENTAL DEPARTMENT

Senior Dental Officer, Bldg. 298.....	521
Appointments/Information, Bldg. 298.....	521/522
Disaster Control Officer, Bldg. 12.....	302
Disbursing (NAFO), Bldg. 24.....	363/364
Dispensary (also see Medical), Bldg. 298.....	506
Docking Services, YR 23.....	276/277
Duty Officers:	
Officer of the Day/Asst OOD, Bldg. 1.....	204/205
Officer of the Day Bunk Room, Bldg. 36.....	219
Asst OOD Bunk Room, Bldg. 36.....	209
Command Duty Officer, Bldg. 90.....	251
Dental OD, Bldg. 298.....	521
Medical OD, Bldg. 298.....	506
Duty Storekeeper, Bldg. 191.....	496

Electronics Officer/Electronic Div., Bldg. 7.....	347/348
Employment Office, Bldg. 1.....	245/271
Executive Officer, Bldg. 1.....	201/202

Files - Central/Classified, Bldg. 1.....	235
Finance Office (NAFO), Bldg. 24.....	363/364
Fire: Report of, Bldg. 47.....	333
Fleet Activities Office For DesRon Staffs, Bldg. 24.....	589
Fleet Film Exchange, Bldg. 27.....	230
Fleet Liaison, Bldg. 160.....	297/361
Fuel Branch, Bldg. 262.....	367
Fuel Dcpt - Hecksher Dr., Jacksonville.....	765-5511

Valley, Bldg. 3.....	373
Garbage Dump, Bldg. 346.....	349
Gate:	
Main Gate, Bldg. 215.....	330/242
Baltimore Rd.....	244
General Military Training Office, Bldg. 53.....	241
Golf Pro Shop, Bldg. 187.....	227
Golf Snack Bar, Bldg. 187.....	594
Guided Missile Division - Det "A", Bldg. 190.....	420/424

MAA Halsey Hall.....	267/268
Harbor Defense.....	398
Hobby Shop (Auto/Wood), Bldg. 246.....	293
Hospital - NAS, Jacksonville.....	387-1621
Household Goods, Bldg. 33.....	291/295/296

Identification and Pass Office, Bldg. 213.....	330
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#### INDUSTRIAL RELATIONS DEPARTMENT

Employment, Bldg. 1.....	245/271
Safety Office, Bldg. 1.....	248
Insurance:	
Civilian, Bldg. 1.....	245/271
Military, Bldg. 53.....	224
Investigation (Security) Bldg. 213.....	330
Interrogation (Security), Bldg. 210.....	531/532

Laboratory - Photography, Bldg. 90.....	255
Laboratory - Medical, Bldg. 90.....	516
Laundry/Dry Clean, Bldg. 24.....	529
Legal Officer, Bldg. 9.....	247
Library, Bldg. 24.....	236

Machine Records - TXR, Bldg. 191.....	495
Main Gate.....	242
Mail:	
Guard Mail, Bldg. 1.....	237
Fleet Post Office Directory, Bldg. 26.....	352/384
U.S. Post Office, Bldg. 210.....	395
Management Analysis, Bldg. 1.....	210
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##### Docking Services Division:

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Asst. Public Works Officer, Bldg. 1.....	305
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##### Utilities Division: Bldg. 250.....

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Service Information Office, Bldg. 9.....	226/238

Shore Patrol - Jacksonville.....	353-5755
Shore Patrol - Jacksonville Beach.....	249-5917
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1965

## AIR CONDITIONING

McCall Service, Inc.  
2861 College St. ----- 389-5561  
(See our ad under Fuel Oils)

## AIR CONDITIONING—REFRIGERATION

## ARCHIE'S HEATING & COOLING SERVICE

Specializing In  
HEATING — AIR CONDITIONING  
REFRIGERATORS — FREEZERS

10939 BEACH BLVD. ----- 725-3706

## ANTIQUES

Bazar's Antiques and Furniture  
Permanent Flowers—Bric-A-Brac—Layaway Plan  
302 W. 8th St. ----- EL 4-0215

## APARTMENTS—FURNISHED

Atlantic Gardens Apartments  
Atlantic Gardens—Mayport Rd., Atlantic Beach ----- 249-2992  
(See our ad this Classification)  
Chris Efficiency Cabins  
Free TV—All Utilities Furnished—\$15.00 per wk.  
6847 Lake City Hwy. (U.S. 90 W.) ----- 389-9610

## APARTMENTS—UNFURNISHED

Atlantic Gardens Apartments  
Atlantic Gardens—Mayport Rd., Atlantic Beach ----- 249-2992  
(See our ad under Apts.—Furnished)

## APPLIANCES

Arlington Furniture & Appliance Co.  
1135 Arlington Rd. ----- 724-6102  
(See our ad under Furniture)  
Cunningham Furniture Company  
532 W. Forsyth ----- EL 4-4591  
(See our ad under Furniture)

## Firestone Stores

1008 University Blvd. ----- 725-9433  
900 Laura St. ----- 354-0601  
1850 Main St. ----- 356-2711  
1108 N. Adams ----- 354-1411  
131 1st. Ave. N., Jacksonville Beach ----- 249-2010  
(See our ad Outside Back Cover)

## Haverty Furniture Co.

407 Laura St., Downtown ----- EL 3-9711  
6160 Beach Blvd. ----- 725-2800  
(See our ad under Furniture)

## McDuff Appliances, Inc.

Riverside Store—2998 Edison Ave. ----- 388-7624  
Lake Shore Store—2068 Blanding Blvd. ----- 388-8546  
Southside Store—5205 Beach Blvd. ----- 398-5646  
Arlington Store—1064 Arlington Rd. ----- 724-7100  
Springfield Store—3636 Main ----- 355-1607  
Norwood Store—6119 Norwood Ave. ----- 765-1676  
Service Dept.—408 Stevens ----- 384-4575  
General Office—408 Stevens ----- 389-5581  
(See our ad this Classification)

## Pierce - Wall Furniture Company

122 Broad St. ----- 354-0146  
Lakewood, San Jose Plaza ----- 398-3444  
(See our ad under Furniture)

## APPLIANCES—NEW & USED

Bargain House  
2503-09 Edison Ave. ----- 388-3531  
(See our ad under Salvage—Freight)

## APPLIANCES—REPAIRING

## PABLO ELECTRIC & APPLIANCE REPAIR

Repairs & Parts For

ALL MAKES & MODELS OF SMALL APPLIANCES

TOASTERS — IRONS — MIXERS

VACUUM CLEANERS

121 N. 1st AVE. ----- JAX BEACH ----- 246-2546

## ATLANTIC GARDEN APTS.

1 & 2 BEDROOMS

Furnished or Unfurnished  
WEEK — MONTH

REASONABLE RATES

LAUNDRY, SWIMMING POOL, PLAYGROUND

4 Miles Mayport Naval Station  
1½ Miles Beach & Shopping Center

PHONE 249-2992

ATLANTIC GARDENS - MAYPORT RD. ATLANTIC BEACH



## 8 NEIGHBORHOOD STORES TO SERVE YOU

Cor. McDuff & Edison	1226 Beach Plaza
1064 Arlington Plaza	5205 Beach Blvd.
2068 Blanding Blvd.	6119 Norwood Ave.
454 McDuff Ave. (Used Appl.)	Cor. 27th & Main

## HEADQUARTERS FOR ALL THE NAME BRANDS

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|--------------------|------------|--------------|
| • GENERAL ELECTRIC | • HOTPOINT | • RCA VICTOR |
| • WESTINGHOUSE     | • NORGE    | • ADMIRAL    |
| • PHILCO           | • ZENITH   | • MAGNAVOX   |

SOUTH'S LOWEST DISCOUNT PRICES

NAME YOUR OWN TERMS

## AUTOMOBILE ACCESSORIES

Woody's Auto Parts  
6417 Roosevelt Blvd. ----- 388-8031  
1700 Hwy. 17, Orange Park ----- 264-9513  
(See our ad under Automobile Parts)

## AUTOMOBILE BRAKE & ALIGNMENT

Axle Service, Inc.  
686 N. Edgewood Ave. ----- 388-5484

## AUTOMOBILE DEALERS—FOREIGN CARS

Brumos Porsche Car Corp.  
1444 N. Main St. ----- 356-0741  
(See our ad under Automobile Dealers—New Cars)

## AUTOMOBILE DEALERS—IMPORTED USED CARS

Brumos Porsche Car Corp.  
1444 N. Main St. ----- 356-0741  
(See our ad under Automobile Dealers—New Cars)

AUTHORIZED DEALER

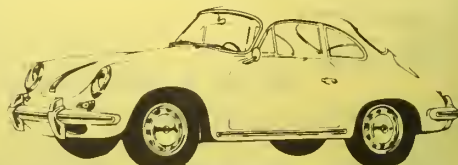


OVERSEAS DELIVERY

ROVER



BRUMOS  
PORSCHE  
CAR CORPORATION



PHONE 356-0741

JACKSONVILLE 6, FLORIDA

1444 NORTH MAIN STREET



CLAYTON REVELS CHRYSLER - PLYMOUTH, Inc.

1050 NORTH ORANGE AVENUE

Green Cove Springs, Fla.

18 Miles South of N.A.S. on Hiway 17

Chryslers - Plymouths - Valiants - Barracudas

Dial from Jax 264-6555

INTERNATIONAL<sup>®</sup> TRUCKS

AUTHORIZED SALES & SERVICE

Mercedes-Benz — DKW — Alfa Romeo — Triumph



MERCEDES-BENZ SALES, INC.

6424 ARLINGTON EXPRESSWAY

RA 5-8011



WE CATER TO MILITARY PERSONNEL  
WITH SPECIAL FINANCING

Bank  
Financing

SOUTHSIDE

RAMBLER

PHONE 359-2761

5415 Phillips Hwy. (US 1 South)

Open Daily  
'til 9 P.M.  
Sundays After  
Church

AUTOMOBILE DEALERS—NEW CARS

Brumos Porsche Car Corp.

1444 N. Main St. 356-0741

(See our ad this Classification)

Clayton Revels Chrysler - Plymouth, Inc.

1050 N. Orange Ave., Green Cove Springs 284-6666

(See our ad this Classification & Outside Back Cover)

Downtown Olds. Co.

1100 Main St. 354-4545

Mercedes-Benz Sales, Inc.

6424 Arlington Expressway 725-8011

(See our ad this Classification)

Southside Rambler, Inc.

5415 Phillips Hwy. 359-2761

(See our ad this Classification)



# GORDON THOMPSON CHEVROLET

## JACKSONVILLE CHEVROLET CENTER

New & Used Car Sales - Service - Parts

2600 King Ave. — On The Southside

Used Car Phone **EX 8-6418 & FL 9-2851** New Car Phone **EX 8-6411**

SPECIALIZING IN SERVICE FOR SERVICEMEN

S&H  
GREEN  
STAMPS ON  
ALL PARTS AND  
SERVICE

TWO  
BIG USED  
CAR LOCATIONS  
250 USED CARS  
TO CHOOSE  
FROM



# THOR Chevrolet, Inc.

**NEW & USED CARS**

Only Authorized Dealer on the Beach

USED CAR DEPT. — 246-4875

**711 Beach Blvd.**

**Jacksonville Beach**

**246-4871**

### AUTOMOBILE DEALERS—NEW CARS, Cont'd.

Gordon Thompson Chevrolet  
2600 Kings Ave. \_\_\_\_\_ EX 8-6411  
(See our ad this Classification)

Thor Chevrolet, Inc.  
711 Beach Blvd. Jacksonville Beach \_\_\_\_\_ 246-4871  
(See our ad this Classification & Inside Back Cover)

### AUTOMOBILE DEALERS—NEW CARS & TRUCKS

Clayton Revels Chrysler - Plymouth, Inc.  
1050 N. Orange Ave., Green Cove Springs \_\_\_\_\_ 284-6666  
(See our ad under Automobile Dealers—New Cars &  
Outside Back Cover)

### AUTOMOBILE DEALERS—USED CARS

B & B Auto Parts  
7007 Phillips Hwy. \_\_\_\_\_ 733-0342  
(See our ad Automobile Parts—Used)  
Brumos Porsche Car Corp.  
1444 N. Main St. \_\_\_\_\_ 356-0741  
(See our ad under Automobile Dealers—New Cars)

Shop the  
Yellow Pages



Since 1928

# JACKSONVILLE MOTORS

**No Money Needed**

CLEAN CARS \$150 - \$895 or \$9/mo. - \$52/mo.

MAIN AT UNION

JACKSONVILLE

EL 6-6326

## WOODY'S AUTO PARTS

COMPLETE LINE OF AUTOMOTIVE PARTS

6417 Roosevelt Blvd.

**388-8031 — 387-7031**

MILITARY DISCOUNT

1700 Hwy. 17, Orange Park

264-9513

## B & B AUTO PARTS

"All Parts Guaranteed"

**USED CARS • USED PARTS**

24-Hr. Wrecker Service

7007 PHILLIPS HWY.

733-0342

*We Finance Used Cars*

**SHOP THESE**

**YELLOW PAGES**

### AUTOMOBILE DEALERS—USED SPORTS CARS

Brumos Porsche Car Corp.

1444 N. Main St. .... 356-074

(See our ad under Automobile Dealers—New Cars)

### AUTOMOBILE—ENGINE REBUILDING

Woody's Auto Parts

6417 Roosevelt Blvd. .... 388-8031

1700 Hwy. 17, Orange Park .... 264-9513

(See our ad under Automobile Parts)

### AUTOMOBILE GLASS

Lee & Cates Glass Co.

905 W. Forsyth ..... EL 4-464

(See our ad under Glass)

### AUTOMOBILE—INSURANCE

Criterion Insurance Company

338 W. Forsyth St. .... 355-8424

(See our ad under Insurance—Automobile)

Government Employees Insurance Company

338 W. Forsyth St. .... 355-8424

### AUTOMOBILE—MUFFLERS, BRAKES, SHOCKS

Midas Muffler Shop

22nd & Main St. .... 355-0528

5824 Beach Blvd. .... 398-1519

(See our ad under Mufflers)

### AUTOMOBILE—PAINT & BODY SHOPS

Brumos Porsche Car Corp.

1444 N. Main St. .... 356-0741

(See our ad under Automobile Dealers—New Cars)

## Murray Hill Body Co.

BODY REPAIRS — PAINTING — WRECK REBUILDING

1185 TALBOT AVE.

Night Phone

771-6171

Day Phone

384-6161

Thor Chevrolet, Inc.

711 Beach Blvd. Jacksonville Beach .... 246-4871

(See our ad under Automobile Dealers—New Cars & Inside Back Cover)

### AUTOMOBILE PARTS

Woody's Auto Parts

6417 Roosevelt Blvd. .... 388-8031

1700 Hwy. 17, Orange Park .... 264-9513

(See our ad this Classification)

### AUTOMOBILE PARTS—USED

B & B Auto Parts

7007 Phillips Hwy. .... 733-0342

(See our ad this Classification)

J & J Auto Parts & Used Cars

7440 Phillips Hwy. .... 733-4360

### AUTOMOBILE DEALERS—USED CARS, Cont'd.

Jacksonville Motors

29 East Union at Main St. .... EL 6-6326

(See our ad this Classification)

Mercedes-Benz Sales, Inc.

6424 Arlington Expressway .... 725-8011

(See our ad under Automobile Dealers—New Cars)

Southside Rambler, Inc.

5415 Phillips Hwy. .... 359-2761

(See our ad under Automobile Dealers—New Cars)

Gordon Thompson Chevrolet

2600 Kings Ave. .... EX 8-6411

(See our ad under Automobile Dealers—New Cars)

Thor Chevrolet, Inc.

711 Beach Blvd., Jacksonville Beach .... 246-4871

(See our ad under Automobile Dealers—New Cars & Inside Back Cover)

## JAX AUTO PARTS

USED AUTO PARTS

"We Specialize in Reconditioning Transmissions and Rear Ends"

Phone EL 4-4388

1318 Church St.

Jacksonville



# rental system OF JACKSONVILLE

310 WEST MONROE STREET

PHONE 354-9001

\$5.00 per day & 5c per mile for A 24-Hour Day

Where Your Dollar Measures Value Not Mileage

"It's A Pleasure To Bank Atlantic"

## WESTSIDE Atlantic Bank

Affiliated With The Atlantic National Bank of Jacksonville

A "FULL SERVICE" COMMERCIAL BANK

Conveniently Located to Serve Jax NAS and Cecil Field Personnel

With Complete, Modern Banking Services

BANKING HOURS: Monday thru Thursday - 9:30 A.M. to 2:00 P.M. Drive-In Tellers Open to 4:00 P.M.  
Friday—All Departments - 9:30 A.M. to 8.00 P.M. Closed Saturdays

Phone 771-6161

4328 Blanding Blvd. at Harlow

Member FDIC

### AUTOMOBILE RENTALS

American Rental System of Jacksonville

310 W. Monroe ..... 354-9001  
(See our ad this Classification)

### AUTOMOBILE REPAIRING

B & B Auto Parts

7007 Phillips Hwy. .... 733-0342  
(See our ad Automobile Parts—Used)

Clayton Revels Chrysler - Plymouth, Inc.

1050 N. Orange Ave., Green Cove Springs ..... 284-6666  
(See our ad under Automobile Dealers—New Cars & Outside Back Cover)

## H & H GARAGE

COMPLETE AUTOMOTIVE REPAIRS

PHONES

Day 266-9443

Night 266-4554

HIGHWAYS 90 & 301

BALDWIN



Imported Car

Foreign and Imported—Parts & Service

3540 St. Johns Ave. .... 384-3963

Segraves Service Center & Marine Storage

4669 Roosevelt Blvd., Ortega River ..... 389-1161  
(See our ad this Classification)

Thor Chevrolet, Inc.

711 Beach Blvd. Jacksonville Beach ..... 246-4871

(See our ad under Automobile Dealers—

New Cars & Inside Back Cover)

### AUTOMOBILE SEAT COVERS & TOPS

## Copeland

SEAT COVER & CUSHION CO.

SEAT COVERS — CONVERTIBLE TOPS

HEADLINERS—DOOR PANELS—BOAT CUSHIONS

1780 KINGS AVE. .... 398-4348

### AUTOMOBILE AND TRUCK TRANSPORTING

Auto Delivery Co. of America

500 H Street, N.W., Washington 1, D.C. .... 783-7100

## SEGRAVES SERVICE CENTER

Evinrude Sales — Service — Marine Storage  
Engine Overhaul — Tune-Up — Body & Paint Shop  
Brake — Wheel Alignment & Transmission Service



24-Hour Road & Wrecker Service

We Honor All Credit Cards

4669 ROOSEVELT BLVD. AT ORTEGA RIVER



389-1161

### AWNINGS—ALUMINUM

Concrete Home Improvement Masters

1826 Parental Home Rd. .... 725-1944

(See our ad under Builders—Home Improvement)

### BABY SITTING AGENCIES

Springfield Baby Sitting Agency

1124 E. 11th St. .... 355-6723

### BANKS

## BARNETT NATIONAL BANK

Checking & Savings Accounts, Loans, Money Transfers

Trust and Safe Deposit Services, Travelers Checks

Barnett Bldg., Adams, Laura & Forsyth Sts. .... 353-2061

U.S. Naval Air Station, Jacksonville ..... 384-4741

U.S. Naval Air Station, Cecil Field ..... SP 1-4092

Florida National Bank at Lake Shore

4617 San Juan Ave. .... 389-6671

Westside Atlantic Bank

4328 Blanding Blvd. .... 771-6161

(See our ad this Classification & Inside Front Cover)

### BEAUTY SALONS

Florence & Joseph

It Pays to Look Your Best

1506 Cassat Ave. .... 389-0681

*Mr. Michel*  
**HAIR STYLISTS**

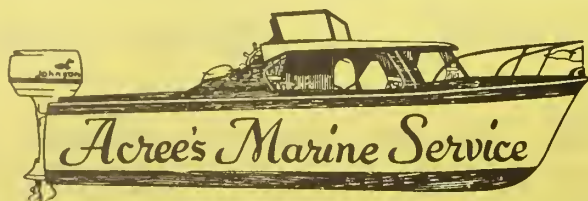
in the  
Roosevelt Mall

CALL  
388-0558



GlassPar Traveler Thompson

Johnson Motors



MAIN ST. at TROUT RIVER

PO 5-5544



ALTERATIONS & ADDITIONS



- Room Additions
- Patios
- Screen Rooms
- Carports
- Driveways
- Split Rock Veneer
- Awnings

- Ask About Our Guarantee
  - Free Estimates
- TITLE I & BANK FINANCING

**CONCRETE HOME  
IMPROVEMENT MASTERS**  
**725-1944**

We Cover 50-Mile Radius Jacksonville  
1826 PARENTAL HOME RD.

**BEAUTY SALONS, Cont'd.**

**THE SPA BEAUTY SALON de COIFFURE**

TOP STYLING TALENT — MANICURES — PEDICURES  
SLENDERIZING SALON — SWEDISH MASSAGE  
SWEDISH FACIALS — WIG SALON

Townsend Blvd. an Expressway Across from Holiday Inn

Arlington Med. Ctr. 721-3477

**BEDDING**

Cunningham Furniture Company  
532 W. Forsyth ..... EL 4-4591  
(See our ad under Furniture)

**BOATS**

Acree's Marine Service  
Main St. at Trout River ..... PO 5-5544  
(See our ad this Classification)  
Isle of Palms Marina  
14539 Beach Blvd., Jacksonville Beach ..... 249-2434  
(See our ad under Outboard Motors)  
Jolo Marine Mart  
3521 St. Augustine Rd. .... 359-0779  
(See our ad under Outboard Motors)

**BOAT TRAILERS**

**DUKE'S BOAT TRAILER  
MANUFACTURER**

★ SALES ★ SERVICE ★ REPAIRS ★ PARTS

SEE US FOR TRADES • TERMS AVAILABLE

1713 King Arthur Rd. Jacksonville Ph. 724-3555

**BRAKE & FRONT END SERVICE**

Firestone Stores  
1008 University Blvd. .... 725-943  
900 Laura St. .... 354-060  
1850 Main St. .... 356-271  
1108 W. Adams ..... 354-141  
131 1st. Ave. N., Jacksonville Beach ..... 249-201  
(See our ad Outside Back Cover)

**BRAKES**

Midas Muffler Shop  
22nd & Main St. .... 355-0521  
5824 Beach Blvd. .... 398-1511  
(See our ad under Mufflers)

**BUILDERS—HOME IMPROVEMENT**

Concrete Home Improvement Masters  
1826 Parental Home Rd. .... 725-1944  
(See our ad this Classification)

**BUILDING MATERIALS**

Home Builders Supply, Inc. of Jacksonville  
5921 West Beaver ..... 387-4611

**BUS LINES**

Jacksonville Coach Company  
Jacksonville Area - Charter  
36 Riverside Ave. .... 354-7881

**BUSINESS MACHINES**

S C M Corporation  
Calculators, Typewriters, Copying, Adding Machines  
6901 Beach Blvd. .... 721-1230

**CAMERAS & PROJECTORS—REPAIRS—WARRANTY SERVICE**



CAMERAS OF ALL TYPES AND MAKES

- Bolex • Kodak • Nikon • Ansco • Polaroid
- Supplies and Accessories
- Repairs on all makes and models
- Service Is Our Policy — Quality Is Our Product

**BAILEY'S CAMERA CORNER, INC.**

100 W. FORSYTH (Corner Laura & Forsyth St.) PHONE 353-4700

**CARPET**

Cunningham Furniture Company  
532 W. Forsyth ..... EL 4-4591  
(See our ad under Furniture)  
Pierce - Wall Furniture Company  
122 Broad St. .... 354-0146  
Lakewood-San Jose Plaza ..... 398-3444  
(See our ad under Furniture)

**CHILDREN'S SHOES**

Larry's Shoes  
Downtown—313 Laura St. .... 356-0319  
1986 San Marco Blvd. .... 398-1503  
Springfield, Cor. 7th & Main ..... 353-4521  
Beach Plaza Center ..... 246-2178  
Cedar Hills Center ..... 771-2670  
(See our ad Inside Front Cover)

**CIGARS**

Fred Brooks Cigar Division  
Wholesale - Cigars, Tobaccos, Paper Goods & Candy  
4526 Lenox Ave. .... 389-1116

**COINS**

**SOUTHSIDE COIN SHOP**

U.S. Coins Bought and Sold

COIN SUPPLIES

JOE COVINO, A.N.A.

1943 Thacker Ave. 398-2838



# CONTRACTORS

Concrete Home Improvement Masters  
1826 Parental Home Rd. -----725-1944  
(See our ad under Builders—Home Improvement)

# DRAPERIES—SLIP COVERS

## ARLINGTON CARPETS & DRAPERIES

Upholstering — Slip Covers — Bedspreads  
Your Fabric or Ours  
Free Estimates — Budget Terms

SPECIAL DISCOUNT TO SERVICE PERSONNEL

1700 UNIVERSITY BLVD. 724-1629

# DRESS MAKING & SEWING

Martha Hutto Sewing Center  
Dress Making—Alteration—Tailoring  
810 S. Edgewood Ave. -----389-4969

# DRIVE-IN RESTAURANTS

## Biff-Burger Drive-In

ALWAYS BROILED  
MADE WITH 100% BEEF  
5551 Roosevelt Blvd.  
388-0343



# DRUG STORES

Atkinson's Pharmacies—Jacksonville  
5501 Roosevelt Blvd., Venetia -----EV 9-0314  
3620 Blanding Blvd., Cedar Hills -----SP 1-1322  
Hotel Robert Meyer -----EL 6-2473  
6044 Merrill Rd., Lake Lucina -----RA 5-8100  
9714 St. Augustine Rd., Beauclerc -----268-5575  
2174 Hwy. 17, Orange Park -----264-2401  
(See our ad this Classification)  
Wood's Edgewood Pharmacy  
1186 Edgewood Ave., S. -----EU 9-3686

# EGGS—WHOLESALE & RETAIL

## BAILEY'S POULTRY FARM

Get Bailey's Farm Fresh Eggs  
at Commissary Stores or the Farm

4634 BRANNON AVE. 771-1834

# ELECTRONIC SUPPLIES & EQUIPMENT

Southeast Electronics, Inc.  
1125 Roselle St. -----356-3007  
(See our ad this Classification)

# EMPLOYMENT AGENCIES

Florida Personnel Service  
306 W. Adams -----354-0691  
(See our ad this Classification)

# ENGINEERING SUPPLIES

A. R. Cogswell Supply Company  
Serving the Navy Since 1939  
433 W. Bay St. -----356-4271

# FINANCING (SEE ALSO LOANS)

American Finance  
130 West Bay St. -----353-8471  
5410 Norwood Ave., Gateway Shopping Center -----765-1645  
21 Julia St. -----356-5685  
2020 Hendricks Ave. -----398-3441  
(See our ad under Loans)  
Beneficial Finance Co.  
311 W. Bay St. -----EL 3-4473  
5059 Normandy Blvd. -----EV 4-4595  
8130 Lem Turner Rd. -----PO 5-2623  
(See our ad under Loans)

## ATKINSON'S PHARMACIES

Your Friendly Drug Store

FREE FAST DELIVERY ON PRESCRIPTIONS

Priced Reasonably

Featuring LOFT Quality Candy

5501 Roosevelt Blvd. EV 9-0314  
3620 Blanding Blvd. SP 1-1322  
Hotel Robert Myer EL 6-2473  
6044 Merrell Road RA 5-8100  
9714 St. Augustine Rd., Beauclerc 268-5575  
2174 Hwy. 17, Orange Park 264-2401  
Jacksonville, Florida

## SOUTHEAST ELECTRONICS, INC.

TV, Radio Parts & Tape Recorders

Closed Circuit Television Systems

1125 ROSSELLE ST. 356-3007

## FLORIDA PERSONNEL SERVICE

Employment Agency

JOBS OF ALL TYPES

Call us without cost or obligation  
Individual Counseling — Reference Check  
Screening — Testing

National and Local Companies

Sales — Clerical — Administrative — Executive

Accounting - Warehouse - Plant - Shipping & Rec. - Stock  
Trainees or Experience

306 W. ADAMS, ROOM 503 354-0691

# SHOP

# THESE

# YELLOW

# PAGES

# FINANCING, Cont'd.

Dial Finance Company  
241 Forsyth -----356-0735  
5256 Beach Blvd. -----359-2895  
(See our ad under Loans)

# FLOOR CLEANING

Sun Coast Floor Cleaning Service  
2223 W. Beaver St. -----356-8166  
(See our ad under Floor Maintenance)

# Cunningham's

FORSYTH FROM BROAD TO CLAY

532 W. Forsyth • EL 4-4591

Serving Jacksonville  
Since 1889

EVERYTHING FOR THE HOME FEATURING NATIONALLY ADVERTISED BRANDS

- ★ Drexel
- ★ Hibritten
- ★ Kroehler
- ★ International
- ★ Dixie
- ★ Romweber
- ★ Kent - Coffey
- ★ Thomasville

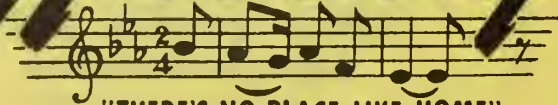
★ A COMPLETE SELECTION OF HOTPOINT APPLIANCES

*At Cunningham's you get so much more quality for much less*

You Always SAVE at the South's LARGEST Homefurnishers

SINCE  
1885

# Haverty's



"THERE'S NO PLACE LIKE HOME"

Phone  
EL 3-9711

Phone  
725-2800

Laura & Duval ← 2 Stores to Serve You → 6160 Beach Blvd.




## SUN COAST

FLOOR CLEANING  
SERVICE

**TERRAZZO FLOORS**  
CLEANED, SEALED AND WAXED

We Will Be Glad to Come Into Your Home  
*Cracks in Terrazzo Floors Repaired*

• TILE • TERRAZZO • HARDWOOD

FREE Inspection • Estimates  
LLOYD A. DAVIS, Owner  
Division of Sun Coast Terrazzo, Inc.  
2223 W. BEAVER

**356-8166**



Experts in FLOOR MAINTENANCE

## Arlington Furniture & Appliance Co.

MONARCH CARPET — SIMMONS BEDDING

REFRIGERATORS  
RANGES  
WASHERS & DRYERS

# Hotpoint

SAVINGS ON QUALITY PRODUCTS

*Special Discount to Navy Personnel*

OPEN TO 9 P.M. — EASY TERMS

1135 Arlington Rd. (Arlington Plaza)

724-6102

**SHOP THE  
YELLOW PAGES**

### FLOOR MAINTENANCE

Sun Coast Floor Cleaning Service

2223 W. Beaver St. .... 356-8166

(See our ad this Classification)

### FUEL OILS

McCall's Service, Inc.

2861 College St. .... 389-5561

(See our ad this Classification)

Segraves Service Center & Marine Storage

We Give S&H Green Stamps

4669 Roosevelt Blvd., at Ortega River .... 389-1111

(See our ad under Automobile Repairing)

### FURNITURE

Arlington Furniture & Appliance Co.

1135 Arlington Rd. .... 724-6102

(See our ad this Classification)

Cunningham Furniture Company

532 W. Forsyth .... EL 4-4591

(See our ad this Classification)

Haverty Furniture Co.

407 Laura St., Downtown .... EL 3-9711

6160 Beach Blvd. .... 725-2800

(See our ad this Classification)



CALL  
**McCALL**  
FIRST IN SERVICE

EVERGREEN 9-5561  
2861 COLLEGE STREET



FUEL OIL • HEATING • AIR CONDITIONING • LAWN SERVICE • TERMITE CONTROL





- SEAT BELTS
- PLATE GLASS
- UPHOLSTERY
- MIRRORS
- FOREIGN CAR GLASS
- AUTO GLASS
- STORE FRONTS
- FURNITURE TOPS
- WINDOW GLASS
- SEAT COVERS

—Special Attention to Insurance Claims—

*Lee & Cates Glass, Inc.*

905 West Forsyth Jacksonville, Fla. EL 4-4646

#### FURNITURE, Cont'd.

Pierce - Wall Furniture Company  
122 Broad St. ----- 354-0146  
Lakewood - San Jose Plaza ----- 398-3444  
(See our ad this Classification)

#### FURNITURE—NEW & USED

Bargain House  
2503-09 Edison Ave. ----- 388-3531  
(See our ad under Salvage—Freight)

#### FURNITURE—USED

Arlington Furniture & Appliance Co.  
1135 Arlington Rd. ----- 724-6102  
(See our ad under Furniture)  
Haverty Furniture Co.  
407 Laura St., Downtown ----- EL 3-9711  
6160 Beach Blvd. ----- 725-2800  
(See our ad under Furniture)

#### GAS—BOTTLED

Good Housekeeping Gas Co., Inc.  
1555 Haines St. ----- 355-0501  
(on the Expressway, by the Gator Bowl)

#### GLASS

Lee & Cates Glass Co.  
905 W. Forsyth ----- EL 4-4646  
(See our ad this Classification)

#### HEARING AIDS

Jacksonville Hearing Aid Service  
Motorola, Dahlberg — Sales & Service, All Makes  
229 West Adams ----- 353-4329

#### HEATING

McCall Service, Inc.  
2861 College St. ----- 389-5561  
(See our ad under Fuel Oils)

#### HOME BUILDERS

John T. Wood Homes  
5136 Yacht Club Rd. ----- 721-3211—388-1786  
(See our ad Inside Back Cover)

#### HOMES

John T. Wood Homes  
5136 Yacht Club Rd. ----- 721-3211—388-1786  
(See our ad Inside Back Cover)

#### HOSPITALS

### DOCTORS' HOSPITAL, INC. Osteopathic

DR. RALPH W. DAVIS, JR. — Surgery & Urology  
DR. PAUL EDGOR DUFFE — Surgery & Gynecology

2821 RIVERSIDE AVE. 389-8807

#### HOTELS

### AMBASSADOR HOTEL

JACKSONVILLE'S FRIENDLY HOTEL  
120 Rooms — 100% Air Conditioned — TV — Radio  
Permanent Rooms with Kitchenettes  
BILL NOLTING, Vice Pres. & Gen. Mgr.

420 JULIA ST. 354-5611

Famous Brand Names Including  
HOTPOINT • ETHAN ALLEN • DREXEL

WHETHER YOUR FURNITURE PREFERENCE IS:  
Formal or Informal, gay or reserved, colorful or  
neutral . . . You'll find what you want at Pierce-Wall.  
Let us help you solve your decorating problems . . .  
Beautifully, economically.

• WE FINANCE OUR OWN ACCOUNTS •

*Pierce-Wall*  
**FURNITURE CO.**

TWO STORES TO SERVE YOU

DOWNTOWN AT BROAD & FORSYTH PHONE 354-0146  
LAKEWOOD/SAN JOSE PLAZA PHONE 398-3444

### MILITARY PERSONNEL

### CIVILIANS

### YOUNG DRIVERS

. . . and others not now  
eligible for GEICO<sup>®</sup> AUTOMOBILE INSURANCE

Now you qualify to insure your car with a company  
specially formed to serve your needs . . . and get  
these BIG advantages:

- COMPLETE AUTOMOBILE COVERAGE
- CONVENIENT PAYMENT PLANS
- IMMEDIATE PROTECTION
- COUNTRY-WIDE CLAIM SERVICE

CALL OR VISIT TODAY FOR RATES AND INFORMATION

Jacksonville Office: 338 W. Forsyth Street  
Telephone: 355-8424

*Criterion* INSURANCE COMPANY  
An Affiliate of Government Employees Insurance Company  
of Washington, D. C.

#### INDUSTRIAL SEWING MACHINES—SALES & SERVICE

McDonald Industrial Household Sewing Machine Sales & Service  
7907 Hare Ave. ----- 725-5868  
(See our ad under Sewing Machines Sales & Service)

#### INDUSTRIAL SUPPLIES

Farquhar Machinery Co.  
Industrial Supplies—Machinery—Steel Warehouse  
2120 Market St. ----- 355-6471

#### INSURANCE—AUTOMOBILE

Criterion Insurance Company  
338 W. Forsyth St. ----- 355-8424  
(See our ad this Classification)

Thomas S. Dennison Agency  
1628 San Marco Blvd. ----- 359-2954  
(See our ad under Insurance—Life)

Government Employees Insurance Company  
338 W. Forsyth St. ----- 355-8424





## THOMAS S. DENNISON

SECURITY LIFE AND TRUST COMPANY  
SECURITY GENERAL INSURANCE COMPANY

1628 SAN MARCO BLVD.  
P. O. BOX 5451  
JACKSONVILLE 7, FLORIDA

BUS. PHONE: 359-2954  
RES. PHONE: 771-4146

## Tall Girl Fashions

Exclusively For Tall Girls

Over 5' 6" and the Long Waisted  
Dresses — Sportswear  
Suits — Lingerie

Downtown Jacksonville — Atlantic Motor Bank Bldg.  
227 W. FORSYTH 356-1128

PHONE BY  
**10 AM**  
FOR A CASH LOAN BEFORE  
**5 PM**  
THE SAME DAY

BORROW UP TO **\$600** ON JUST YOUR SIGNATURE

Need money today?—Call American Finance right away!! Speedy service is as much a part of our business as the friendly, confidential treatment that awaits you here. Loans made up to \$600.

# AMERICAN FINANCE



4 Offices In The Jacksonville Area To Serve You

130 West Bay Street ..... 353-8471  
Gateway Shopping Center, 5410 Norwood Avenue ..... 765-1645  
21 Julia Street ..... 356-5685  
2020 Hendricks Avenue ..... 398-3441

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## INSURANCE—GENERAL

### COURT GREENFIELD INSURANCE AGENCY

Specializing In:  
AUTOMOBILE — FIRE — LIFE

1948 BLANDING BLVD. PHONE 389-0338



## INSURANCE—HOME OWNERS

Thomas S. Dennison Agency  
1628 San Marco Blvd. .... 359-2954  
(See our ad under Insurance—Life)

## INSURANCE—LIFE

Thomas S. Dennison Agency  
1628 San Marco Blvd. .... 359-2954  
(See our ad this Classification)

## GOVERNMENT PERSONNEL MUTUAL Life Insurance Company

Capt. W. K. (Dusty) Rhodes, USN Ret. 771-6213  
Dave Guire, USN Ret. 387-4233  
B. L. Stork, USN Ret 771-8945

## Southwestern Life Insurance Co.

PAUL A. GROVES, Branch Manager

1000 RIVERSIDE AVE. PHONE 354-0567

JACKSONVILLE, FLORIDA

EXPERIENCED MILITARY REPRESENTATIVE TO  
HANDLE ALL YOUR LIFE INSURANCE NEEDS

## INTERIOR DECORATORS

W. G. SUTTLES, Decorators  
*Home of Fine Interiors*

FURNITURE — CARPETS — DRAPERY — UPHOLSTERY  
SLIP COVERS — HAND-MADE RESTORATION

245 Riverside Ave. 354-5189

## KENNELS

Lake Shore Kennels  
Board, Training, Dip, Ship, Crate, Bathe  
5534 Park St. .... EV 9-9001

## LADIES' READY-TO-WEAR

Tall Girl Fashions  
227 W. Forsyth ..... 356-112  
(See our ad this Classification)

## LADIES' SHOES

Larry's Shoes  
Downtown—313 Laura St. .... 356-031  
1986 San Marco Blvd. .... 398-150  
Springfield—Cor. 7th & Main ..... 353-452  
Beach Plaza Center ..... 246-217  
Cedar Hills Center ..... 771-267  
(See our ad Inside Front Cover)

## LAUNDRIES—COIN OPERATED

# WASHERAMA

- 1138 S. EDGEWOOD AVE.
- 6035 BEACH BLVD.
- 7300 PEARL STREET

Up to Date MAYTAG Equipment

## LOANS (SEE ALSO FINANCING)

American Finance  
130 W. Bay St. .... 353-847  
5410 Norwood Ave., Gateway Shopping Center ..... 765-164  
21 Julia St. .... 356-568  
2020 Hendricks Ave. .... 398-344  
(See our ad this Classification)

**LOANS, Cont'd.**

Beneficial Finance Co.		
311 W. Bay St. ....	EL 3-4473	
5059 Normandy Blvd. ....	EV 4-4595	
8130 Lem Turner Rd. ....	PO 5-2623	
(See our ad this Classification)		
Dial Finance Company		
241 Forsyth .....	356-0735	
5256 Beach Blvd. ....	359-2895	
(See our ad this Classification)		
Motor Finance Loans, Inc.		
Interest at Lowest Loan Company Rate		
419 Duval St. ....	354-5641	

**MARINA—BOATS**

Segraves Service Center & Marine Storage	
Evinrude Motors—Starcraft Boats	
4669 Roosevelt Blvd. at Ortega River .....	389-1161
(See our ad under Automobile—Repairing)	

**MARINAS**

Acree's Marine Service	
Main St. at Trout River .....	PO 5-5544
(See our ad under Boats)	
Isle of Palms Marina	
14539 Beach Blvd. Jacksonville Beach .....	249-2434
(See our ad under Outboard Motors)	
Jolo Marine Mart	
3521 St., Augustine Rd. ....	359-0779
(See our ad under Outboard Motors)	

**MARINE SUPPLIES**

Acree's Marine Service	
Main St. at Trout River .....	PO 5-5544
(See our ad under Boats)	

**MEN'S CLOTHING**

Wolf Brothers, Inc.	
Adams at Hogan .....	355-4511
(See our ad under Men's Wear)	

**MEN'S SHOES**

Larry's Shoes	
Downtown—313 Laura St. ....	356-0319
1986 San Marco Blvd. ....	398-1503
Springfield—Cor. 7th & Main .....	353-4521
Beach Plaza Center .....	246-2178
Cedar Hills Center .....	771-2670
(See our ad Inside Front Cover)	
Wolf Brothers, Inc.	
Adams at Hogan .....	355-4511
(See our ad under Men's Wear)	

## Let Beneficial put CASH in your pocket today

Just phone! Get cash fast for furloughs, leaves, expenses, bills, any good reason! And get automatic cash credit at more than 1600 affiliated Beneficial offices! Servicemen everywhere prefer Beneficial. Phone now!

**LOANS up to \$600****Beneficial Finance Co. of Jacksonville**

311 W. Bay St. ....	EL 3-4473
5059 Normandy Blvd. ....	EV 4-4595
8130 Lem Turner Rd. ....	PO 5-2623

## BENEFICIAL

FINANCE SYSTEM

**DIAL** **\$25 to \$600**  
FOR MONEY

**Dial for Your Loan — Then Stop In!**

Quick  
Convenient  
Confidential

Auto Loans  
Furniture Loans  
Signature Loans

**YOU ARE ELIGIBLE**—Loans are made to both men and women, married or single. Our service is designed for people in all walks of life and meets most borrower's needs.

**NO ENDORSERS REQUIRED**—You may borrow on your signature alone, or on such security as your furniture or your car.

**GET MONEY YOU NEED**—Borrow the amount YOU need . . . \$25, \$75, \$100, \$200, up to \$600. Consolidate your bills, pay doctor or dentist, provide help in emergencies or for any other purpose.

**MONTHLY PAYMENTS**—Use our Budget Payment Plan . . . payments are the same amount each month and are designed to fit your budget.

**COMPLETELY CONFIDENTIAL**—Our service is a personal business deal just between us. Your friends, employer and relatives will not know of your loan. Phone from the privacy of your home.

**QUICK ACTION**—Phone us first. After your loan has been approved everything will be ready when you come in. If you prefer, visit our office in person. We specialize in one-trip service.

**DIAL** *Finance Companies*

AFFILIATED COMPANIES

241 West Forsyth  
5256 Beach Blvd.

356-0735  
359-2895

**SHOP  
THESE  
YELLOW  
PAGES**





# ST. JOHN MOBILE HOMES, INC.

*The Most Complete Selection of Homes — New & Used — in the South*

## FEATURING

- MAGNOLIA—10-17 & 24 Wide
- MARLETTE

- DETROITER
- KNOX

- CHAMPION
- TRAVEL TRAILERS

*"We trade for anything from Billy Goats to Battleships"*

Bank Insured & Financed

WELCOME NAVY PERSONNEL, YOU GET A DISCOUNT

Three Convenient Locations:

6263 Roosevelt Blvd. — EV 4-5584

4000 Philips Hwy. — 359-2400

2200 Mayport Rd. — CH 6-5222

WE OPERATE OUR OWN 200-SPACE MOBILE HOME PARK

## Bucaneer Mobile Home Park, Inc.

2200 Mayport Rd.

Mayport

CH 6-5246

ADULT SECTION — POOL — SHADE

Welcome to our

## MARK 700 SHOP

featuring Traditional Clothes  
that ring  
with good taste  
and authority

**Wolf Brothers**

ADAMS at HOGAN

One of America's Fine Stores

## MEN'S WEAR

Wolf Brothers, Inc.

Adams at Hogan .....355-451  
(See our ad this Classification)

## MOBILE HOMES PARKS

Bucaneer Mobile Home Park, Inc.

2200 Mayport Rd., Mayport .....CH 6-5246  
(See our ad under Mobile Homes—New & Used,  
Inside Front Cover or on Base Map)

## MOBILE HOMES SALES—NEW & USED

St. John Mobile Homes, Inc.

6263 Roosevelt Blvd. ....EV 4-5584  
4000 Philips Hwy. ....359-2400  
2200 Mayport Rd., Mayport .....CH 6-5222  
(See our ad under this Classification, Base Map,  
& Inside Front Cover)

## MOTELS

### CECIL FIELD MOTEL

1 to 3 Bedroom Apartments — Air Conditioned  
Control Your Own Heat — TVs — Access to Phone  
By Night or Week — Completely Furnished  
SPECIAL RATES TO MILITARY PERSONNEL  
25% and More by Week  
C. H. Matthews, Ret.

FOURAKER RD. & NORMANDY BLVD.

781-3030

LOOK IN THE YELLOW PAGES FOR THE BEST BUYS



**MOTELS, Cont'd.**

Holiday Inn  
8016 Alt. No. 1 Expressway & Hwy. ----- 725-3343  
(See our ad this Classification)

**Salt-Air Motel****NAVY WELCOME**

Rooms — Efficiencies — Family Units — TV  
100% Air Conditioned — Heated — Laundry Facilities

**249-9444**

425 Atlantic Blvd. Atlantic Beach, Near Mayport

**MOVING & STORAGE**

Elder Moving & Storage Co.  
Agents for Aero Mayflower Transit Co.  
54 East 14th ----- 353-3147

**Rapid Moving & Storage Co., Inc.**

Agent for Allied Van Lines

300 E. STATE ST. EL 3-9057

**MUFFLERS**

Midas Muffler Shop  
22nd & Main St. ----- 355-0528  
5824 Beach Blvd. ----- 398-1519  
(See our ad this Classification)

**MUSIC STORES**

Beaches Piano Company  
Band Instruments—Sheet Music—Instructions  
434 N. 3rd St. Jacksonville Beach ----- CH 6-6467  
(See our ad under Pianos & Organs—Sales & Service)

**PAULUS MUSIC COMPANY**

Serving Jacksonville for Over A Quarter Century

<b>DOWNTOWN STORE</b>	<b>SOUTH SIDE</b>
41 W. Monroe	3310 Beach Blvd.
355-8447	398-3091

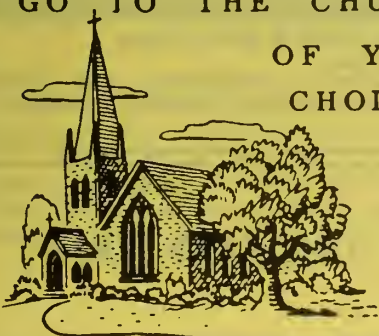
**NURSERIES**

Jones & Hall Nurseries  
7816 Lem Turner Rd. ----- 764-0927  
8204 Beach Blvd. ----- 724-7233  
5645 Blanding Blvd. ----- 771-2141  
1051 Arlington Rd., Arlington ----- 725-4811

**OPTICIANS**

Professional Optical  
213 Laura St. ----- EL 6-5595  
1034 Park St., Five Points ----- 354-3618  
(See our ad this Classification)

GO TO THE CHURCH  
OF YOUR  
CHOICE

**Holiday Inn**

The most conveniently located motel  
in the Jacksonville area for Navy  
Personnel. **RESTAURANT**

10 Minutes from Mayport  
5 Minutes from Downtown  
Safe Playground for Children

8016 Alt. U.S. 1 & 90 Jacksonville  
**FREE TRANSPORTATION** 725-3343

**MUFFLERS INSTALLED FREE**

Complete Systems — American &amp; Foreign

Written Muffler Guarantee

For As Long As You Own  
Your Car\*If Replacement Is Ever  
Needed You Only Pay A  
Small Service Charge.**SHOCKS**

5824 Beach Blvd. 398-1519	4758 San Jaun Ave. 384-1356	22nd & Main St. 355-0528
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LADY STYLIST  
20 YEARS  
EXPERIENCE

NEW & BEAUTIFUL  
EYE WEAR



SUN GLASSES — PLAIN — PRESCRIPTION  
BROKEN LENS DUPLICATED  
GLASS & PLASTIC ARTIFICIAL EYES



PROFESSIONAL OPTICAL  
TWO LOCATIONS

213 LAURA ST. ----- EL 6-5595  
1034 Park St. ----- (5 Pts.) 354-3618

JACKSONVILLE, FLORIDA



COBIA — CARTERCRAFT  
SEABREEZE & MITCHELL

Boats — Accessories

GATOR & NEPTUNE TRAILERS  
FIBERGLASS REPAIRS & PAINTING

*We Service All Makes of Outboard Motors & Boats*  
DRY STORAGE

## ISLE OF PALMS MARINA

14539 Beach Blvd. Jax Beach 249-2434



## EVINRUDE



*Authorized Sales and Service*

New and Used Boats — Motors — Trailers  
Fiberglass — Aluminum — Clink or Wood  
WILL BUY OR SELL YOUR BOAT OUTFIT

*Special Consideration Given to Service Personnel*

## Jolo Marine Mart

3521 ST. AUGUSTINE RD. 359-0779

## PIANOS--ORGANS

A COMPLETE LINE OF  
MUSICAL INSTRUMENTS

- RENTALS
- INSTRUCTIONS

- SALES
- SERVICE



## BEACHES PIANO CO.

MARY ABERSOLD

CH6-6467

434 N. 3rd ST.



JACKSONVILLE BEACH

### OUTBOARD MOTORS

Isle of Palms Marina  
14539 Beach Blvd., Jacksonville Beach -----249-2434  
(See our ad this Classification)  
Jolo Marine Mart  
3521 St. Augustine Rd. -----359-0779  
(See our ad this Classification)

### PIANOS & ORGANS—RENTALS & INSTRUCTIONS

Beaches Piano Company  
434 N. 3rd St., Jacksonville Beach -----CH 6-6467  
(See our ad under Pianos & Organs—Sales & Service)

### PIANOS & ORGANS—SALES & SERVICE

Beaches Piano Company  
434 N. 3rd St., Jacksonville Beach -----CH 6-6467  
(See our ad this Classification)

### PLASTICS

Commercial Plastics & Supply Co.  
Plastic To Military & Commercial Specifications  
2331 Laura St. -----356-4286  
3801 N.W. 2nd Ave., Miami, Office -----PI 7-2477

### PEST CONTROL

McCall Service, Inc.  
2861 College St. -----389-5561  
(See our ad under Fuel Oils)

### REAL ESTATE

#### BEAUTIFUL HOMES

\$100 DOWN — CONVENIENT TO ALL BASES  
NO V.A. ELIGIBILITY REQUIRED

### FRED ANDREWS CO., Realtors

1000 RIVERSIDE JACKSONVILLE 354-0525

#### VA and FHA HOMES

FOR NAVAL PERSONNEL — \$100 DOWN  
CALL COLLECT OR WRITE FOR INFORMATION

### John J. Eynon Co., Realtors

4241 University Blvd. South Jacksonville 733-1343

## Service Realty

Specializing in Homes For Naval Personnel  
Call Collect — Fast, Prompt Service  
All VA & FHA Properties Available

Telephone 355-2631 Jax 4, Fla. 617 Park St.

John T. Wood Homes

5136 Yacht Club Rd. -----721-3211—388-1786  
(See our ad Inside Back Cover)

### RENTALS—AUTOMOBILES & TRAILERS

Segraves Service Center & Marine Storage  
Dial-A-Car—U-Haul  
4669 Roosevelt Blvd. at Ortega River -----389-1161  
(See our ad under Automobile Repairing)

LOOK IN THE YELLOW PAGES FOR THE BEST BUYS



## RESTAURANTS

Golden Point Hamburger Drive-In  
 Worlds Best 15c Hamburgers  
 2605 Blanding Blvd. .... 388-5391  
 Holiday Inn  
 8016 Alt No. 1 Expressway & Hwy. .... 725-3343  
 (See our ad under Motels)

## RESTAURANT EQUIPMENT &amp; SUPPLIES

**E. H. THOMPSON CO.**

710 West Bay Street Call 354-1663  
 — Prompt Deliveries —  
 LARGEST IN JACKSONVILLE  
 FIRST IN FLORIDA

## RUBBER PRODUCTS

Jax Rubber Product Co.  
 2055 Liberty St. .... EL 3-5212

## RUBBER STAMPS



*D. D. McKinlay*  
 RUBBER STAMPS — SEALS — MARKING DEVICES  
 809 HOGAN STREET JACKSONVILLE 2, FLORIDA  
 **353-6656** 

## FURNITURE

Haverty Furniture Co.  
 407 Laura Downtown ..... EL 3-9711  
 6160 Beach Blvd. .... 725-2800  
 (See our ad under Furniture)

## FREIGHT—FREIGHT

Bargain House  
 2503-09 Edison Ave. .... 388-3531  
 (See our ad this Classification)


## SAVINGS &amp; LOAN

Beach Federal Savings & Loan Association  
 924 Beach Blvd. Jacksonville Beach ..... 249-5643  
 (See our ad this Classification)

## SERVICE MEN'S CENTER

Service Men's Center  
 743 W. Ashley-Arcade Bldg. .... 354-8974

## SERVICE STATIONS



**MEL'S**  
**SUNOCO SERVICE**  
 Tune-Up — Road Service  
 Open 7-11  
 Jacksonville, Fla. FL 9-0381  
 8750 Beach Blvd.

## SEWING MACHINE—PARTS &amp; SUPPLIES

McDonald Industrial Household Sewing Sales & Service  
 7907 Hare St. .... 725-5868  
 (See our ad under Sewing Machine Sales & Service)

## SEWING MACHINES—REPAIRING

McDonald Industrial Household Sewing Machine Sales & Service  
 7907 Hare Ave. .... 725-5868  
 (See our ad under Sewing Machine Sales & Service)

**BARGAIN HOUSE****FREIGHT SALVAGE**

Appliances — New, Used

**PLUMBING SUPPLIES****FURNITURE—NEW & USED**

ALL KINDS OF MERCHANDISE  
 GROCERIES

**We Buy Anything of Value**

2503-09 EDISON AVENUE

388-3531

**BEACH FEDERAL SAVINGS  
 & Loan Association**

*"Where Your Money Works for You"*

HIGHEST CURRENT DIVIDEND RATE

DRIVE IN TELLER WINDOW

24-Hour Night Depository

**249-5643**

924 BEACH BOULEVARD

JACKSONVILLE BEACH, FLA.

**SHOP**

**THESE**

**YELLOW**

**PAGES**



**SPENCER LADD'S, INC.***Where Shoe Fitting Is A Profession***REGULAR — ORTHOPEDIC SHOES**

For

**MEN — WOMEN — CHILDREN***Recognized as having the finest in  
Regular and Orthopedic Shoes***IMPORTANT****We Personally Supervise Prescriptions  
In Our Repair Shop**

**MAIN STORE: 1029 Park St. (Five Points) 356-0459**  
**BRANCH: Lakewood Plaza—1610 University Blvd. W. 398-2676**  
**BRANCH: Town & Country Ctr.—761 University Blvd. W. 725-3866**

**SALES — SERVICE — RENTALS****We Service All Makes****REASONABLE RATES — WORK GUARANTEED****Timuquana TV**

5617 TIMUQUANA RD.

771-4484

**Phone 725-5868****SINGER-WHITE**

**PFAFF · NECCHI · ELNA · ADLER · UNIVERSAL  
 ATLAS · DOMESTIC · KENMORE · NEW HOME  
 INDUSTRIAL & HOUSEHOLD**

**AND ALL OTHER MAKES REPAIRED • FREE ESTIMATES**

**DISTRIBUTORS OF INDUSTRIAL & HOUSEHOLD MACHINES FOR  
 UPHOLSTERY, BLIND STITCH, MONOGRAM, SHOE PATCHER,  
 CLOTH CUTTING, SERGING, BUTTON SEWING,  
 DARNING, LAUNDRIES, SEAT COVERS, ETC.**

**OVER 30 YEARS SERVICING EXPERIENCE  
 (FORMERLY WITH SINGER SEWING MACHINE CO.)**

**ALL MAKES REPAIRED · BOUGHT · SOLD**

**WHOLESALE DISCOUNTS ON "FAMOUS BRANDS"  
 HOUSEHOLD MACHINES TO EVERYONE**

*Florida's Older Wholesale Distributor*  
**PARTS & SUPPLIES FOR ALL MAKES**

**McDONALD INDUSTRIAL HOUSEHOLD SEWING MACHINE  
 SALES & SERVICE**

**Phone 725-5868**

7907 HARE AVE.

**SEWING MACHINES—SALES & SERVICE**

**McDonald Industrial Household Sewing Machine Sales & Service  
 Necchi—Pfaff—Adler and other Makes**

**7907 Hare Ave. 725-5868**  
 (See our ad this Classification)

**SHOES****Larry's Shoes**

**Downtown—313 Laura St. 356-0319**  
**1986 San Marco Blvd. 398-1503**  
**Springfield—Cor. 7th & Main 353-4521**  
**Beach Plaza Center 246-2178**  
**Cedar Hills Center 771-2670**

(See our ad Inside Front Cover)

**Spencer Ladd's, Inc.**

**1029 Park St. (Five Points) 356-0459**  
**1610 University Blvd. W., Lakewood Plaza 398-2676**  
**761 University Blvd. W., Town & Country Center 725-3866**  
 (See our ad this Classification)

**SHOES—ORTHOPEDIC****Spencer Ladd's, Inc.**

**1029 Park St. (Five Points) 356-0459**  
**1610 University Blvd. W., Lakewood Plaza 398-2676**  
**761 University Blvd. N., Town & Country Center 725-3866**  
 (See our ad under Shoes)

**TAX RETURN PREPARATION****Patricia J. Sheehan Bookkeeping & Tax Service**

**720 N. 2nd St., Jacksonville Beach 249-5883**  
**810 Ocean Front Neptune Beach 246-2436—249-2509**

**TAXI CABS****Yellow Cabs, Inc.**

**711 Houston St. 354-5517**

**TELEVISION****Arlington Furniture & Appliance Co.**

**1135 Arlington Rd. 724-6102**  
 (See our ad under Furniture)

**DUVAL ELECTRONICS SERVICE CO.****BLACK & WHITE — COLOR TV — STEREO****CM — RCA — ZENITH****Authorized GE Service****1120 S. EDGEWOOD AVE.****387-3554****Firestone Stores**

**1008 University Blvd. 725-9433**  
**900 Laura St. 354-0601**  
**1850 Main St. 356-2711**  
**1108 W. Adams 354-1411**  
**131 1st Ave. N., Jacksonville Beach 249-2010**  
 (See our ad Outside Back Cover)

**Haverty Furniture Co.**

**407 Laura, Downtown EL 3-9717**  
**6160 Beach Blvd. 725-2800**  
 (See our ad under Furniture)

**McDuff Appliances**

**Riverside Store—2998 Edison Ave. 388-7624**  
**Lake Shore Store—2068 Blanding Blvd. 388-8540**  
**Southside Store—5205 Beach Blvd. 398-5640**  
**Arlington Store—1064 Arlington Rd. 724-7100**  
**Springfield Store—3636 Main 355-1607**  
**Norwood Store—6119 Norwood Ave. 765-1677**  
**Service Dept.—408 Stevens 384-4579**  
**General Office—408 Stevens 389-558**  
 (See our ad under Appliances)

**TELEVISION—SALES & SERVICE****Timuquana T V**

**5617 Timuquana Rd. 771-4484**  
 (See our ad this Classification)

**TELEVISION SYSTEMS—CLOSED CIRCUITS**

Southeast Electronics, Inc.  
1125 Rosselle St. ----- 356-3007  
(See our ad under Electronic Supplies & Equipment)

**TIRES**

Cotney Tire Service  
Hwy. No. 17, Orange Park ----- CO 4-6431  
Park & King St. ----- EV 4-6491  
Firestone Stores  
1008 University Blvd. ----- 725-9433  
900 Laura St. ----- 354-0601  
1850 Main St. ----- 356-2711  
1108 W. Adams ----- 354-1411  
131 1st Ave. N., Jacksonville Beach ----- 249-2010  
(See our ad Outside Back Cover)

**TRAILER PARKS****GOLFAIR TRAILER PARK**

10 Minutes From Mayport  
Walking Distance To Ocean

246-4473 246-2998  
1300 Shetter Ave. (Behind Beach Plaza Shopping Center)  
JACKSONVILLE BEACH

**REAVES TRAILER PORT**

City Conveniences — Paved Streets

Near Beach Plaza Shopping Center

1400 BEACH BLVD. JAX BEACH 249-5794

Sealantic Mobile Home Park  
12th St., South (Next to Beach Shopping Center) ----- 246-3074

**TRAILER PARKS—MOBILE HOMES**

Buccaneer Mobile Home Park, Inc.  
2200 Mayport Rd., Mayport ----- CH 6-5246  
(See our ad under Mobile Homes  
New & Used, Inside Front Cover & on Base Map)

**TRAVEL AGENCIES**

Wharton Williams Travel, Inc.  
604 Laura St. ----- 356-6374

**TRUCKS**

Clayton Revels Chrysler - Plymouth, Inc.  
1050 N. Orange Ave., Green Cove Springs ----- 284-6666  
(See our ad under Automobile Dealers—New Cars &  
Outside Back Cover)

## Al's Upholstery Shops

UPHOLSTERING IS OUR ONLY BUSINESS

"SERVING JACKSONVILLE  
SINCE 1945"

CUSTOM BUILT FURNITURE  
FACTORY EXPERTS

FREE PICKUP & DELIVERY  
FREE ESTIMATES  
72 HOUR SERVICE

353-8352

407 E. 16th STREET



**UPHOLSTERERS**

Al's Upholstery Shops  
407 E. 16th St. ----- 353-8352  
(See our ad this Classification)

**VARIETY STORES**

Floyd's Five & Ten  
228-230 N. First St. Jacksonville Beach ----- 249-9202

**VETERINARIANS**

Murray Hill Animal Hospital  
Corner of Highway & Cassat Ave., Opposite Murray Hill Post  
Office Expressway West No. 10—Cassat Inter-Change—  
Right 1½ Blocks  
George M. Young DVM—C. R. Becker DVM  
454 Cassat Ave. ----- 388-1909—388-0506

**WEAVING**

All-Fabric Reweavers and Reknitters  
1 Block South Expressway & University Blvd.)  
5682 Tanglewood Lane ----- 724-6150

**WOODWORKING MACHINERY****Palmer Machinery Company**

Complete Line Woodworking Machinery

New or Used — Hobby or Production

Hamilton St. & Beverly Ave. 388-0788

# SHOP THESE

# YELLOW PAGES



# NUMBER FINDER

Save time! Jot down the telephone numbers you're likely to call again. They'll save you many calls to local "Information" . . . and your long distance calls go through twice as fast when you give the number.

[illegible]





# **THOR** *Chevrolet, Inc.*

**NEW & USED CARS**

Only Authorized Dealer on the Beach

USED CAR DEPT. — 246-4875

**711 Beach Blvd.**

**Jacksonville Beach**

**246-4871**

## *Distinctive Homes* - Custom Designs

Convenient to  
NAS and Cecil Field

Lane Ave. South  
Huntington Area

Hanson Drive North  
Hyde Grove Acres



University Park  
Arlington

Pickwick Park

**FEATURING PANELLED FAMILY ROOM — FIREPLACE — G.E. AIR CONDITIONED — G.E. APPLIANCES  
EACH HOME INDIVIDUALLY DESIGNED**

*Representative At Each Location*

# **John T. Wood Homes**

**ARLEX HOMES**

**ARLEX INVESTMENT CO.**

VA - FHA - CONVENTIONAL FINANCING

**PHONE 721-3211**

**Evenings 388-1786**



# CLAYTON REVELS



PROVEN LEADER IN  
Repeat SALES and SATISFIED CUSTOMERS

CHRYSLERS -- PLYMOUTHS -- VALIANTS

SATISFIED IN PRICE

QUALITY  
SERVICE

**CLAYTON REVELS** says

*"Honest Dealing Creates Friendly Feeling!"*

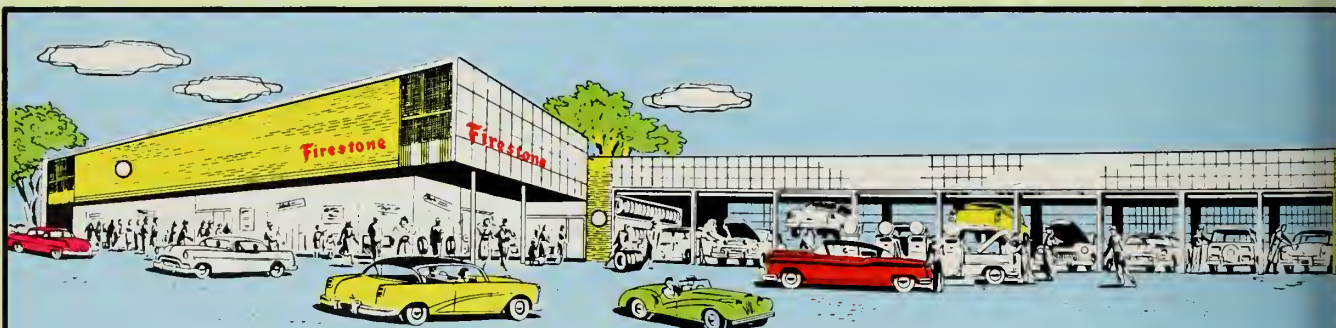
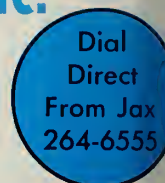
Hiway 17 South — 18 Miles from N.A.S.

**CLAYTON REVELS CHRYSLER-PLYMOUTH, INC.**



GREEN COVE SPRINGS, FLA.

1050 NORTH ORANGE AVE.



*Your Symbol of Quality and Service*

*A Complete Line of Home, Auto Supplies and Services*

Tires  
Batteries  
Spark Plugs  
Auto Accessories

Philco Television  
Radios  
Appliances

Hardware  
Recreational Supplies  
Lawn & Garden  
Bicycles

Open to Serve You Monday thru Saturday 7:00 a.m. to 7:00 p.m.

*Complete Brake and Front End Service*

**FIRESTONE  
BEACH SUPPLY**  
131 1st Ave. N.  
Jax Beach  
**249-2010**

**FIRESTONE STORES**  
1008 Univ Blvd.  
Jacksonville  
**725-9433**

**FIRESTONE STORES**  
900 Laura St.  
Jacksonville  
**354-0601**

**FIRESTONE STORES**  
1850 Main St.  
Jacksonville  
**356-2711**

**FIRESTONE STORES**  
1108 W. Adams  
Jacksonville  
**354-1411**

APPENDIX B



# CLAYTON 1871/1872

CLAYTON 1871/1872

CLAYTON 1871/1872

CLAYTON 1871/1872



CLAYTON 1871/1872



IT'S  
YOUR  
MOVE!



DEPARTMENT OF THE NAVY  
BUREAU OF SUPPLIES AND ACCOUNTS

?  
?  
?  
?  
?  
?  
**ORDERS.....?**

Moving, a part of Navy life, is a family affair and task. When well-ordered this task can be relatively otherwise, extremely difficult and nerve-wracking.

"It's Your Move" has been prepared to assist simplifying this task, and has been reviewed and as a guide to additional information pertaining particular circumstances.

The Bureau of Supplies and Accounts is responsible the movement of your household goods and is into the most efficient movement with the least inconvenience to you. Your Household Goods Shipping Office is your information and action center.

Good luck on your next move.

*John Crumpacker*  
JOHN CRUMPACKER



Reprint of December 1962  
REVIEWED AND APPROVED 12/11/62  
(date)

O. P. L

*[Signature]*  
(Reviewing Official)



## FIRST THINGS FIRST -

### WHEN YOU RECEIVE YOUR ORDERS.....

Contact your nearest  
Household Goods Shipping  
Office - (listing in back).

Based on your orders,  
the carriers will -

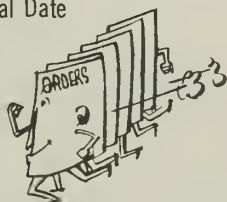
Explain how much you  
are entitled to ship or  
store.

Give you detailed in-  
formation which will  
help with your indi-  
vidual problems.

In order to get the best  
attention on your special  
shipping needs, you should  
contact the shipping office  
as early as possible.

If you can't do this, write or phone the nearest office  
and you will be given the necessary forms and information.

NOTE: Be sure to give the shipping activity a realistic  
estimate of time for packing and pickup of your household  
goods as well as a Preferred Arrival Date  
and destination.



### PAPER WORK?

Copies of your orders (one of which must be certified)  
are required for each shipment. Example: If a part of your  
Household Goods will be sent by express, a part by other  
mode of transportation, and the remainder to non-temporary  
storage, a total of 12 copies (including 3 certified copies)  
are required.

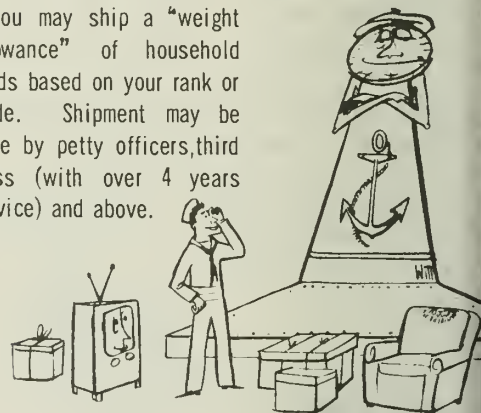


An interviewer at the Household Goods Shipping will fill out an Application for Shipment of Household Goods also referred to as DD Form 1299—based on the information you give. Be prepared to tell the interviewer **WHAT** you want shipped, **WHEN** and **WHERE**. Be sure this information is correctly shown on the form or worksheet before signing. **AN ERROR HERE CAN COST YOU MONEY AND DELAY YOUR SHIPMENT.**

Because you may not always be able to make personal arrangements, your wife, or other agent, is empowered to act for you, if this person has your written authority. They may use either a simple letter signed by you or a power of attorney, as you wish. Remember shipping allowances belong only to you, the Navy member.

## YOU MAY SHIP A "WEIGHT ALLOWANCE"

You may ship a "weight allowance" of household goods based on your rank or grade. Shipment may be made by petty officers, third class (with over 4 years service) and above.



A table of current allowances for both permanent and temporary duty changes is included at the back of this pamphlet.

Weights shown are non-packed or non-crated weights and are referred to as "net weights." Allowances over and above these net weights are made for packing.

**CAUTION:** The Navy can pay **ONLY** up to authorized weight allowances. Where moves weigh more than the allowance, you must pay the difference.

ed allowances, the excess above allowance is  
to the serviceman. Check carefully and dispose  
articles worn out or no longer needed.

## **WHAT SHOULDN'T YOU SHIP?**

en furniture.

no longer needed clothing.

books, papers, or magazines.

out, inoperable appliances, broken toys, etc.

ning else no longer needed.

ng time is a good time to clean out the attic.

## **WHAT WON'T THE GOVERNMENT SHIP AS HOUSEHOLD GOODS?**



tricycles or other motor vehicles (see pages 14-18).

cars, with or without other property (see page 19).

re: or outboard motors.

coholic beverages.

imals and birds (see page 18).

erishable foodstuff and plants.

erous materials such as loaded firearms, ammunition,  
flash bulbs, flammables, and acids.

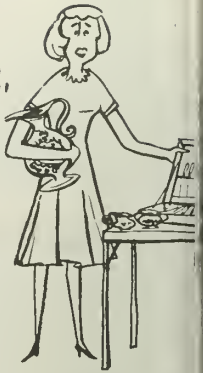
ories and provisions other than those for consumption  
your own home.

ies acquired after the effective date of orders except  
specifically approved by BUSANDA for shipment  
areas.

ities intended directly or indirectly for persons other  
the member and his immediate family, or articles for  
to



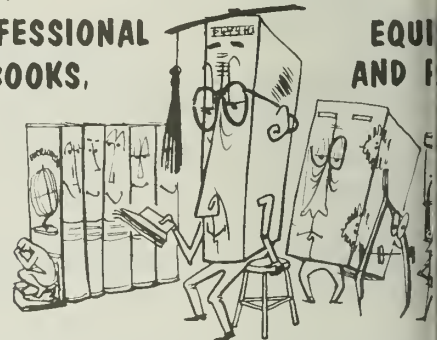
## WHAT ABOUT SILVER, JEWELRY AND OTHER VALUABLES?



These items are referred to as 'articles of extraordinary value' and include such items as precious jewels, jewelry, articles of gold and silver, paintings, authentic or relics, antiques other than bulky furnishings, et al. These items deserve special handling and should not be shipped with household goods. The transportation officer should be advised of the quantity and value of these articles. The officer will arrange for their shipment by an expedited mode to provide maximum security. Government will assume the cost of this shipment if it is within your weight allowance. One of the advantages of this type of shipment, in addition to greater security, is that it affords you an opportunity to obtain, at your own expense, protection for your valuables above the limited protection automatically provided for items shipped without the necessity for insuring your household goods shipped by ordinary means. This may be important if your belongings include extremely valuable items, inasmuch as there are maximum allowance provisions applied to insured items of this nature in the adjudication of claims under the Navy Personnel Claims Regulations. Be sure to discuss, with the interviewer at the Household Goods Shipping Office, the handling of these articles and the insurance aspects, including the Navy Personnel Claims Regulations.

## PROFESSIONAL BOOKS,

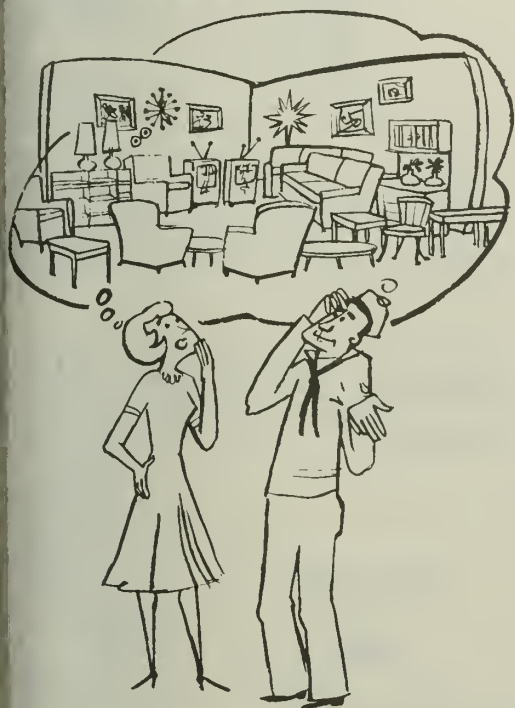
## EQUIPMENT AND FURNITURE



If they're needed or are required in the performance of your duties, you can have them shipped without

ed against your authorized weight allowance. Be  
the estimated weight is shown on your application  
transportation of household goods. Before the packers  
at your house, set these items apart from your other  
When the packers arrive be sure they pack, mark  
weigh them separately.

### WHAT IF YOUR MOVE IS TO GOVERNMENT QUARTERS?



sure to find out exactly what furniture and appliances  
e provided before you ship your household goods.  
not needed at your next duty station can usually be  
in storage at origin at Navy expense. Giving  
attention to this matter will save both wear and  
n your furniture and save taxpayers dollars. NOTE:  
household goods shipping activities can give you  
information on housing conditions overseas. Such  
ation may be provided with your orders. But the best  
is the commanding officer or his representative at  
next duty station. You will be required to use any  
sold goods which are shipped to your next duty station.

## WHEN AND WHERE CAN SHIPMENTS BE MADE?



"When": You can ship when you receive your order

"Where": This depends on how your orders read. The interviewer will advise and assist you in explaining your rights are. Don't hesitate to ask questions about shipment and storage.

Before you talk with the interviewer it's a help to know such things as the quarters situation at your new point, the climate, electrical current and other pertinent local information.

## HOW WILL YOUR HOUSEHOLD GOODS BE SHIPPED?



This depends on when you require your goods at your new station. In the event your household goods are shipped uncrated, you are permitted to state a preference for use or non-use of the carrier that will handle your shipment. However, the transportation office is bound by certain regulations and may be unable to honor this preference. Requests for non-use of specific carriers that have given unsatisfactory moves will be honored by the transportation office.



The best available transportation will be used to move your goods there when you need them. Be sure to give the interviewer a realistic "PAD"—Preferred Arrival Date. It is just as bad to have them arrive too early as late. The arrival of the household goods at destination means handling in and out of a storage location and this necessarily increases the chance of damage. Also, this is a more costly operation to you as a taxpayer.

## EXPEDITED SHIPMENTS?



Expedited modes of transportation can be used only for items of extraordinary value and those things that are needed at home right up to moving time and also will be needed temporarily at your new duty station until you are settled.

## WHAT SERVICES WILL BE PROVIDED?

Appliance servicing

Inventorying

Packing

Pickup from residence

Rating

Sorting

Stripping

Delivery to residence

Unpacking

Unpacking

Removal of trash and debris after packing or unpacking

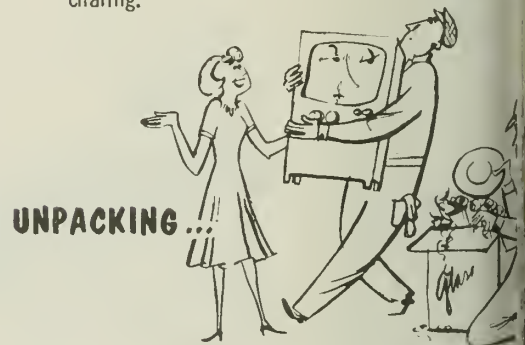


## PACKING ...



You can help by checking on some duties of the mover:

- A. When your goods are packed, the mover must:
1. Use new or used boxes and cartons in good condition and mark the general contents on each.
  2. Tag or mark each container or loose item with item number shown on the inventory list.
  3. Pack large mirrors, glass tops, large glass pictures, etc., in a crate or reinforced carton.
  4. Place mattresses in cartons.
  5. Use a clean type or other modern method (not requiring the use of excelsior or shredded paper).
  6. At time of loading, wrap in furniture pads, cover burlaps, or other suitable wrappers, articles having surfaces liable to damage by scratching, marring or chafing.



## UNPACKING ...

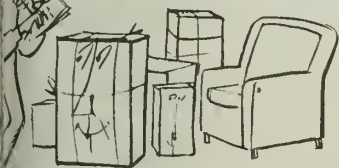
- B. When your goods are unpacked, the mover must:
1. Place your goods in any room you want them, but is only required to make one placement.
  2. Check off all items delivered against the inventory list.

Unpack all items from containers.

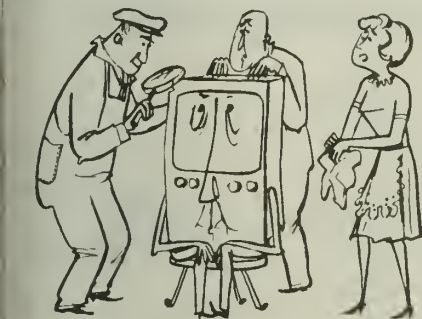
Record all loss or damage found while unpacking.

IF PROBLEMS OR QUESTIONS ARISE, DON'T ARGUE  
WITH THE MOVERS. CALL THE NEAREST HOUSEHOLD  
GOODS SHIPPING OFFICE.

## WHAT ABOUT AN INVENTORY?



The mover will make an inventory of furniture, boxes  
barrels, and give you a signed, legible copy as a  
receipt. Special care should be taken to insure that the  
inventory reflects the true condition of the property.



General terms such as "marred," "scratched," "soiled,"  
"gouged" and the like should not be used unless the  
exact location of the damage and extent of the defect is  
indicated. For example: "right front leg, chipped,"  
"scratch in center of table top," "2-inch tear in  
padding of left arm." Call the nearest household goods  
shipping office in case of disagreement. Make sure the  
number of boxes, barrels, crates, etc., furnished by the  
mover agrees with the number he lists on the Statement of  
Household Services Performed (DD Form 619), which he  
will ask you to sign. Do not sign a blank form or a  
form that has been filled out for more services than the  
mover has actually performed in packing your household



## **SERVICE TO APPLIANCES...**

### **WHO IS RESPONSIBLE FOR WHAT?**



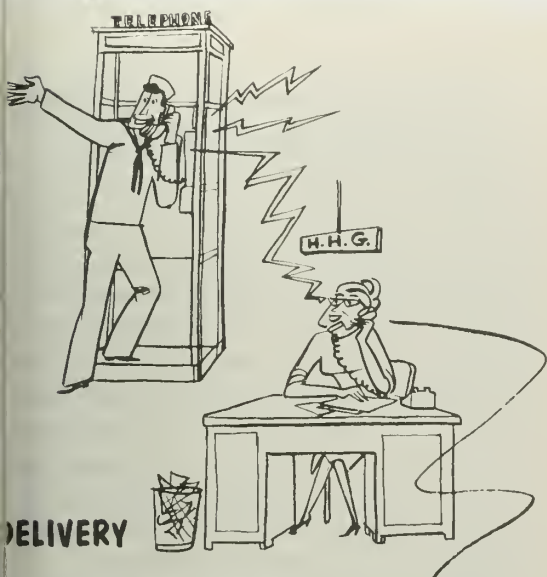
Prior to arrival of packers you are responsible for: Removing and dismantling television antenna; defrosting, cleaning and emptying the refrigerator and deep freeze; disconnecting appliances (including necessary plumbing, electrical, and carpenter service).

### **THE GOVERNMENT PROVIDES....**



Preparation of appliances at origin so that they will safely withstand handling, movement and storage; reversing the procedure at destination. This does not include connecting or disconnecting services.

YOU SHOULD BE PREPARED TO FURNISH THE HOUSEHOLD GOODS INTERVIEWER WITH A LIST OF APPLIANCES BY MANUFACTURER, YEAR, AND TYPE MODEL.



**DELIVERY**

**TO YOUR NEW HOME**



You can arrange for this merely by calling the household goods shipping office nearest your new station when you get there. (See list in back). If your goods have not been shipped, this office will follow-up on your shipment for you.

**NOTE:** Give as much advance notice as possible for delivery, especially during the busy summer moving season.

## WHAT IS A MOVING COMPANY'S RESPONSIBILITY FOR YOUR GOODS?

The moving company which moved your goods is responsible only for the per-pound rate stated in his contract. Generally, this amounts to 30¢ a pound for each article in motor van and household forwarder shipments; to 10¢ a pound in the case of motor freight and up to 50¢ a pound for express. **EXAMPLE:** Your chair which was shipped by motor van weighs ten pounds. Suppose it is damaged to the extent it cost \$10.00 to repair it. Since the moving company's contract calls for him to pay only 30¢ a pound, the maximum he is required to allow for repairs to the chair is \$3.00.

**CAUTION:** If the carrier has been asked to accept cartons packed by the owner, he cannot be expected to become responsible for damage to their contents.

## BENEFITS FROM THE GOVERNMENT IN THE EVENT OF LOSS

The Navy is authorized to reimburse you for loss of property damaged not otherwise compensable to the extent of \$6,500. This is a firm statutory limitation applicable to each shipment. If you have more than one authorized shipment in connection with your move, and losses occur in each shipment from unrelated causes, greater coverage will result as the shipments are considered separately. Normally, you will not be reimbursed for loss of items which should not have been included in the shipment or for articles of extraordinary value which have not been afforded proper security (see page 4). If you have any questions regarding the protection of your property, consult your household goods shipping officer.

### WHAT ABOUT ADDITIONAL INSURANCE?

This is a decision that you alone should make. In considering the desirability of taking out commercial insurance there are two factors you should take into account.

If you have no items of extraordinary value and your entire shipment of household goods is by ordinary means, you may desire commercial insurance if your goods are valued at more than \$6,500. In this case you may desire to obtain insurance only for the difference between your valuation and the \$6,500 protection which is provided by the Government to obtain essentially complete coverage.

If you have two shipments, that is, one by ordinary means and one by expeditious means you should consider the amount of insurance for the ordinary shipment, as well as the following for the expeditious shipment. The Government does not provide automatic protection up to \$6,500 for items of extraordinary value because of the maximum allowance it applies to insured items of this nature. If you desire full protection for that shipment it is necessary that the full value of articles be declared to the transportation company and you bear any additional costs above the minimum rate to





s protection. When this has been done and you suffer or loss you are protected either by the coverage you purchased, or, if for any reason the carrier denies in whole or in part, by the Government up to the maximum.

ON: Place a true valuation on your property. Re- the Government and, usually, the insurance company er will not pay more for an item than its depreciated at time of loss or damage; and, your combined re- cannot exceed this value. Under normal circum- , neither the ment nor an ce company full replace- ue.

## ABOUT LOSS DAMAGE?



best friend in this case is the household goods g officer. Get in touch with him promptly. He will you with the proper forms, a written instruction et, advice, and WHENEVER POSSIBLE an inspector ck the damage. A claim may be filed against the ment, the carrier and/or your insurance company at ne time. However, this may prove unnecessary if rrier repairs or replaces the damaged item, or pays you discover damage or loss at the time of delivery, e facts on the bill of lading and inventory which the ng agent will ask you to sign. NOTE: Do not refuse the Government bill of lading because goods are re- in a damaged condition or when a portion of the nt is missing. But, before you sign b. of lading, be sure to make a on the reverse side indicating y and extent of loss or damage.

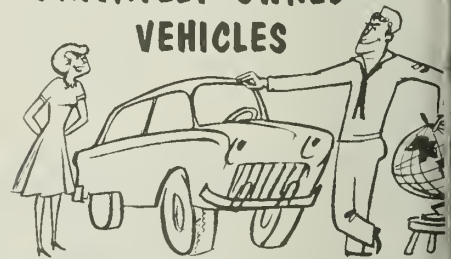
## CAN YOU HELP THE NAVY GIVE BETTER MOVES?



e Navy insists that the carrier which moves your sender you a high quality service. Business awarded

a carrier in the future depends on his performance shipment. There are many things about a carrier's that only you, the owner, can observe. It is important that you promptly complete the evaluation which you will be given and return it to household office at origin after your goods have been delivered

## PRIVATELY OWNED VEHICLES



If you are a petty officer third class (with over four years of service) or above, and have permanent change of orders from or to overseas, you may ship your automobile between duty stations.

- To an overseas port
- From an overseas port
- Between overseas ports

Land transportation to or from a port is not authorized. You or your designated agent must deliver your automobile to the port shipping authority authorized to serve your duty station. If delivery is made by your agent, he must have your written authority to do so.

**LICENSING?**  
**ENTRY?**  
**RESALE?**  
**SPECIAL EQUIPMENT?**

Because overseas regulations and prohibitions vary on entry restrictions, licensing requirements, resale laws, and special equipment requirements, it is best to check on the latest information by writing your overseas commander as soon as possible after you know where you will be going. For example, some areas prohibit the importation of expensive or flashy cars.





**ERWORK?**

must submit a request on a Motor Vehicle Shipment  
 tion (DD Form 828) which will be provided by your  
 old goods shipping officer. Two copies of your  
 one of which must be certified, must accompany this  
 the port shipping activity which will be shipping  
 r. Your household goods shipping office will assist  
 selecting the port shipping activity which will best  
 ur needs.

r submission of the application for shipment of your  
 ile will assist in moving it as soon as possible  
 reaches the port shipping activity.

## **DELIVERY TO PORT.**



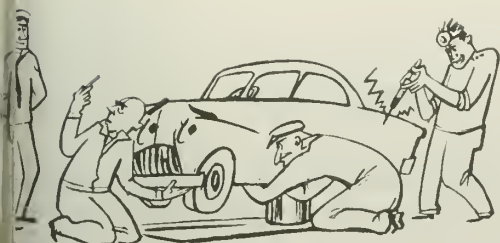
on as the SELECTED PORT ACTIVITY receives  
 application, they will send you delivery instructions.



## **PREPARING YOUR AUTOMOBILE FOR SHIPMENT.**

Although the loading port will carry out most of the necessary to prepare your car for shipment, you should be sure before you deliver it that:

- motor is in good operating condition;
- windshield wipers are operating;
- brakes (floor and hand) are adequate and in good operating condition;
- all lights are operative and properly adjusted;
- horn is operative;
- exhaust system is in sound condition;
- all glass (head lamps, rear lamps, windshield, and windows) is unbroken and free from cracks;
- body and fenders are free from breaks and tears;
- battery is fully charged;
- cooling system contains sufficient antifreeze to prevent freezing in transit;
- vehicle is thoroughly cleaned and the surface or carriage does not contain any foreign matter which might harbor insect pests;
- prior to delivery of your vehicle to the port, remove and easily stored or damaged, such as hubcaps, tools, or similar items and pack them in a substantial box and store in vehicle. The box should be marked to show owners name, grade/rate or rank, file or service number, and destination.



#### PORT SHIPPING ACTIVITY WILL:

Inspect your vehicle when you deliver it.

Note its condition in your presence.

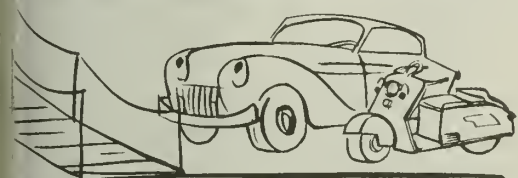
Drain the gasoline tank.

Disconnect the battery.

Load it aboard ship.

### WHAT VEHICLES

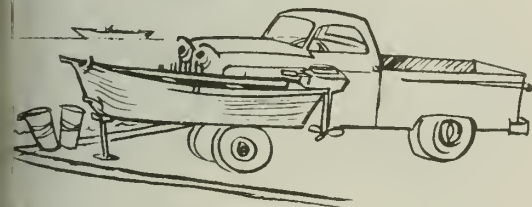
#### WILL THE GOVERNMENT SHIP?



The Government can ship only one vehicle for you. In addition, this includes passenger-carrying jeeps or pickup trucks, automobiles, motorcycles, motor scooters, and motor

### WHAT VEHICLES

#### WON'T THE GOVERNMENT SHIP?



Trucks, vehicles to be used for commercial purposes, boats, or boats will not be shipped.

## AT DESTINATION



You should FURNISH THE DESTINATION PORT OVERSEAS ADDRESS as soon as you can so that they can notify you when your vehicle arrives. When you pick up the car, they will:

- Put enough gasoline in the tank for you to get to the destination station.
- Connect the battery.
- Make a joint inspection with you to note the condition of the car after receipt.

## DAMAGE?



Any damage occasioned between the time you turned the car over to the PORT SHIPPING ACTIVITY and the time you receive the car at PORT RECEIVING ACTIVITY should be determined carefully by reference to the condition sheet given you after inspection at the port shipping activity.

Assistance in claims for damage is offered by the port shipping activity where you receive your car or by your new household goods shipping office.

## PETS

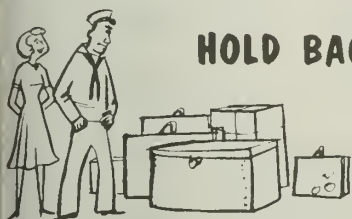


Pets are not considered part of your household goods. Information on shipment of pets to, from, or between ports is available from the port shipping activity.



ports can be furnished by the cognizant Navy pas-  
senger transportation office. For detailed information see  
Bureau of Naval Personnel Publication NAVPERS 15842-B  
(Overseas Transportation Information for Navy dependents).

## HOLD BAGGAGE



Generally, most ships restrict cabin luggage to hand  
baggage needed for the voyage. Weights and limitations  
are contained in Bureau of Naval Personnel Publications  
NAVPERS 15842-B (Overseas Transportation Information  
for Navy Dependents). You are authorized additional "hold  
baggage" which will accompany you on the same ship on  
your travel. If shipment to or from the port is ar-  
ranged by a household goods shipping office, it will count  
against your household goods weight allowance.



## TRAILERS

You have authority to ship household goods and you  
own a mobile home you have two alternatives:  
1. Ship the trailer yourself.  
2. Ship trailer on Government bill of lading.  
In the first instance you will receive monetary allow-  
ance, whereas in the second instance, the Government will  
pay the total charges and you will be checked for certain  
allowable charges including costs above an established  
allowance. Generally, you cannot make a ship-  
ment of household goods and receive a trailer allowance at  
the same time. Before you acquire or move a mobile home,  
a transportation officer should be consulted for informa-  
tion regarding the intricate provisions of the law.

## WEIGHT ALLOWANCES

TABLE OF NET WEIGHT ALLOWANCES (POUNDS)  
SERVICE AND GRADE  
(at time of detachment from last duty station)

	TEMPORARY DUTY	PERMANENT DUTY
Admiral	2,000	24,000
Vice Admiral	1,500	18,000
Rear Admiral (upper half)	1,000	14,000
Rear Admiral (lower half)	1,000	12,000
Captain	800	11,000
Commander	800	10,000
Lt. Commander and Warrant Officer (W-4)	800	9,000
Lt. and Warrant Officer (W-3)	600	8,000
Lt.(jg) and Warrant Officer (W-2)	600	7,000
Ens. and Warrant Officer (W-1)	600	7,000
ENLISTED PERSONNEL		
E-9 Master Chief Petty Officer	600	7,000
E-8 Senior Chief Petty Officer	500	6,000
E-7 Chief Petty Officer	400	6,000
E-6 Petty Officer, First Class	400	5,000
E-5 Petty Officer, Second Class	400	5,000
E-4 (with over 4 years' service) Petty Officer, Third Class	400	4,000
Aviation Cadet	400	4,000

\* Currently limited to 11,000 pounds by appropriate rider.

# EIGHT ALLOWANCES 1

NET WEIGHT ALLOWANCES(POUNDS)  
 SERVICE AND GRADE  
 time of detachment from  
 last duty station)

	TEMP DUTY	PERM DUTY
--	--------------	--------------

	2,000	24,000*
--	-------	---------

lral	1,500	18,000*
------	-------	---------

lral(upper)	1,000	14,500*
-------------	-------	---------

lral(lower)	1,000	12,000*
-------------	-------	---------

	800	11,000
--	-----	--------

	800	11,000
--	-----	--------

WO(W-4)	800	10,000
---------	-----	--------

WO(W-3)	600	9,000
---------	-----	-------

WO(W-2)	600	8,000
---------	-----	-------

WO(W-1)	600	7,500
---------	-----	-------

## PERSONNEL

ser CPO	600	7,500
---------	-----	-------

nor CPO	400	7,000
---------	-----	-------

	400	6,500
--	-----	-------

1/C	400	6,000
-----	-----	-------

2/C	400	5,500
-----	-----	-------

over 4yrs		
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PO, 3/C	400	5,000
---------	-----	-------

Cadet	400	400
-------	-----	-----

9-13-63 62.  
 limited to 11,000 pounds  
 appropriation act rider



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## **HOUSEHOLD GOODS SHIPPING OFFICES 1**

### **FIRST NAVAL DISTRICT**

Portsmouth Naval Shipyard, Portsmouth, N.H.  
Boston Naval Shipyard, Boston, Mass.  
Naval Supply Depot, Newport, R.I.  
Naval Air Station, Quonset Point, R.I.  
Naval Air Station, Brunswick, Maine

### **THIRD NAVAL DISTRICT**

Brooklyn Annex, Naval Supply Center, Bayonne,  
Brooklyn, N. Y.  
Naval Supply Center, Bayonne, N.J.  
Naval Submarine Base, Groton, Conn.  
Naval Ammunition Depot, Earle, N.J.  
Naval Correspondence Course Center, Scotia, N.Y.  
First Marine Corps Reserve and Recruitment District,  
Garden City, Long Island, N.Y.  
Marine Barracks, Naval Base, New York, Brooklyn, N.Y.

### **FOURTH NAVAL DISTRICT**

Philadelphia Naval Shipyard, Philadelphia, Pa.  
Naval Supply Depot, Mechanicsburg, Pa.  
Naval Air Development Center, Johnsville, Pa.  
Naval Air Station, Lakehurst, N.J.  
Navy Finance Center, Cleveland, Ohio  
Fourth Marine Corps Reserve and Recruitment District,  
Philadelphia, Pa.  
Marine Corps Supply Activity, 1100 South Broad Street,  
Philadelphia, Pa.

### **FIFTH NAVAL DISTRICT**

Naval Training Center, Bainbridge, Md.  
Naval Supply Center, Norfolk, Va.  
Naval Weapons Station, Yorktown, Va.  
Naval Ordnance Plant, Louisville, Ky.  
Marine Corps Air Station, Cherry Point, N.C.  
Second Force Service Regiment, FMF Marine Corps Base,  
Camp Lejeune, N.C.

### **SIXTH NAVAL DISTRICT**

Naval Air Station, Memphis, Tenn.  
Naval Air Station, Jacksonville, Fla.  
Naval Air Station, Pensacola, Fla.  
Naval Station, Key West, Fla.  
Navy Mine Defense Laboratory, Panama City, Fla.  
Naval Air Station, Sanford, Fla.  
Charleston Naval Shipyard, Charleston, S.C.  
Naval Air Station, Atlanta, Marietta, Ga.  
Naval Air Station, Glynnco, Ga.  
Naval Station, Mayport, Fla.  
Marine Corps Supply Center, Albany, Ga.  
Marine Corps Air Station, Beaufort, S.C.  
Eighth Marine Corps Reserve and Recruitment District,  
Atlanta, Ga.  
Marine Corps Recruit Depot, Parris Island, S.C.  
Naval Auxiliary Air Station, Meridian, Miss.  
Navy Supply Corps School, Athens, Ga.

Listing revised prior to review certification of 11 December 1962.

#### EIGHTH NAVAL DISTRICT

Headquarters Support Activity, New Orleans, La.  
Naval Air Station, Corpus Christi, Tex.  
Naval Air Station, Dallas, Tex.  
Naval Air Station, New Iberia, La.  
Texas Group, Atlantic Reserve Fleet, Orange, Tex.  
Naval Ammunition Depot, McAlester, Okla.  
Eighth Marine Corps Reserve and Recruitment District,  
New Orleans, La.

#### NINTH NAVAL DISTRICT

Naval Air Station, Minneapolis, Minn.  
Naval Air Station, Grosse Ile, Mich.  
Naval Supply Depot, Great Lakes, Ill.  
Naval Air Station, Olathe, Kans.  
Naval Ammunition Depot, Hastings, Nebr.  
Naval Ammunition Depot, Crane, Ind.  
Naval Avionics Facility, Indianapolis, Ind.  
Marine Corps Reserve and Recruitment District, Kansas

#### TENTH NAVAL DISTRICT

Naval Station, San Juan, P.R.  
Naval Station, Roosevelt Roads, P.R.  
Naval Station, Trinidad, The West Indies  
Naval Supply Depot, Guantanamo Bay, Cuba

#### ELEVENTH NAVAL DISTRICT

Naval Supply Center, San Diego, Calif.  
Naval Construction Battalion Center, Port Hueneme, Ca  
Naval Ordnance Test Station, China Lake, Calif.  
Naval Air Facility, Litchfield Park, Phoenix, Ariz.  
Naval Auxiliary Landing Field, El Centro, Calif.  
Long Beach Naval Shipyard, Long Beach, Calif.  
Marine Corps Air Station, El Toro, Santa Ana, Calif.  
Marine Corps Air Station, Yuma, Ariz.  
Marine Corps Recruit Depot, San Diego, Calif.  
Marine Corps Base, Camp Pendleton, Calif.  
Marine Corps Supply Center, Barstow, Calif.  
Marine Corps Base, Twentynine Palms, Calif.

#### TWELFTH NAVAL DISTRICT

Naval Air Station, Lemoore, Calif.  
Naval Auxiliary Air Station, Fallon, Nev.  
Naval Ammunition Depot, Hawthorne, Nev.  
Naval Supply Center, Oakland, Calif.  
Mare Island Naval Shipyard, Vallejo, Calif.  
Naval Supply Depot, Clearfield, Utah  
Stockton Annex, Naval Supply Center, Oakland, Stockton  
Naval Postgraduate School, Monterey, Calif.  
Marine Barracks, U.S. Naval Station, Treasure Island,  
San Francisco, Calif.

#### THIRTEENTH NAVAL DISTRICT

Naval Supply Depot, Seattle, Wash.  
Puget Sound Naval Shipyard, Bremerton, Wash.  
Naval Air Station, Whidbey Island, Oak Harbor, Wash.  
Navy Nuclear Power Training Unit, Idaho Falls, Idaho

#### FOURTEENTH NAVAL DISTRICT

Naval Supply Center, Pearl Harbor, Hawaii  
Naval Station, Midway Island  
Marine Corps Air Station, Kaneohe Bay, Oahu, Hawaii  
Marine Barracks, Pearl Harbor, Hawaii



#### FIFTEENTH NAVAL DISTRICT

Naval Station, Rodman, C.Z.

#### SIXTEENTH NAVAL DISTRICT

Naval Station, Kodiak, Alaska

Naval Station, Adak, Alaska

#### POTOMAC RIVER NAVAL COMMAND

Naval Weapons Laboratory, Dahlgren, Va.

Naval Station, Navy Yard Annex, Washington, D.C.

Naval Propellant Plant, Indian Head, Md.

Naval Air Station, Patuxent River, Md.

Marine Corps Schools, Quantico, Va.

Headquarters Battalion, U.S. Marine Corps, Washington, D.C.

#### POTOMAC RIVER NAVAL COMMAND

Naval Academy, Annapolis, Md.

#### COMMANDER NAVAL FORCES JAPAN

Naval Supply Depot, Yokosuka, Japan

Meet Activities, Sasebo, Japan

Naval Air Station, Atsugi, Japan

Marine Corps Air Station, Iwakuni, Japan

Naval Air Facility, Naha, Okinawa

#### COMMANDER NAVAL FORCES PHILIPPINES

Naval Supply Depot, Subic Bay, Luzon, R.P.

Naval Station, Sangley Point, Luzon, R.P.

Naval Support Activity, Taipei, Republic of China

#### COMMANDER NAVAL FORCES MARIANA ISLANDS

Naval Supply Depot, Guam, M.I.

Naval Facility, Chichi Jima, Bonin Islands

#### COMMANDER IN CHIEF, US NAVAL FORCES EUROPE

Naval Support Activity, London, England

Naval Support Activity, Naples, Italy

Naval Air Station, Port Lyautey, Kenitra, Morocco

Naval Support Activity, Villefranche, France

Naval Station, Rota, Spain (U.S. Navy personnel stationed at Rota and Cadiz, Spain)

#### COMMANDER NAVAL AIR FORCE, U.S. ATLANTIC FLEET

Naval Station, Bermuda

Naval Station, Argentia, Newfoundland

Naval Station, Keflavik, Iceland

#### COMMANDER MIDDLE EAST FORCES

Navy Control of Shipping Officer, Bahrain Island

NOTE: You should also feel free to contact either the Bureau of Supplies and Accounts (Household Goods Branch), Navy Department, Washington, D.C. or the Household Goods Division's West Coast Representative at the Naval Supply Center, Oakland, Calif.

**'OLD DUTY STATION ----**

Household Goods Shipping Office:

Name of person to contact

Telephone No.

Ext.

Interviewer

Packers

Bill of Lading No.

Be sure you get a copy of the Government bill of lading. Ask interviewer whether copy will be furnished by carrier or household goods shipping officer.

**NOTES...**

**IN DUTY STATION ---**

Household Goods Shipping Office:

Telephone No.

Ext.

Shipping Carrier





service for

seapo

REVISED NOVEMBER 1961  
BUREAU OF SUPPLIES AND ACCOUNTS. NAVSANDA PUB. 3







## APPENDIX F



U. S. NAVAL STATION  
NEWPORT, RHODE ISLAND  
02840

NAVSTANPTINST 1700.12  
70  
27 April 1966

NAVSTANPT INSTRUCTION 1700.12

From: Commanding Officer, U. S. Naval Station, Newport, Rhode Island  
To: Distribution List

Subj: Sponsor Program; establishment of

Encl: (1) Sample Commanding Officer "Welcome Aboard" letter  
(2) Sample Sponsor letter

1. Purpose. To establish and assign responsibility for the sponsor program at the U. S. Naval Station, Newport, Rhode Island.

2. Action. A sponsor program is hereby established to assist petty officers in receipt of orders to report to the U. S. Naval Station, Newport, Rhode Island for duty. Lack of lead time on non-rated personnel ordered to this command makes it impractical to extend this program to non-rated personnel.

a. Upon receipt of orders for personnel in pay grade E-4 and above to report to this command for duty, a "Welcome Aboard" letter similar to enclosure (1) will be prepared by the Assistant Personnel Officer for the signature of the Commanding Officer. A copy of this letter will be furnished to the prospective Department Head of the individual when mailed.


b. Department Heads will immediately designate a member of the Department of the same or similar rate or rating as sponsor for the individual due to report upon receipt of a copy of the Commanding Officer's "Welcome Aboard" letter. The name of the designated sponsor will be furnished to the Family Services Center within seven days after the date of the Commanding Officer's letter.

c. Within ten days after the date of the Commanding Officer's "Welcome Aboard" letter, the sponsor will prepare and forward a letter similar to enclosure (2) to the individual due to report, and render all reasonable assistance to the member and his family that may be requested. The Family Services Center will be available to the sponsor for assistance and information of interest to the new member. Attention is invited to the fact that enclosure (2) is a sample format only and subject to change or modification according to facts or information that can be determined from advance orders available in the Personnel Office and the Family Services Center.



NAVSTANPT INST 1700.12  
27 April 1966

d. Department Heads will ensure that the sponsor is available to greet the new member and/or dependents upon arrival in Newport, and that all possible assistance is rendered to the new member and his family.



Distribution:  
List A1, 2, 4,

Copy to:  
COMNAVBASE NPT

NAVSTANPTINST 1700.12  
27 April 1966

U. S. NAVAL STATION  
NEWPORT, RHODE ISLAND  
02840

\_\_\_\_\_  
(date)

John Doe, BMC, USN  
U.S.S. GUADALCANAL (LPH-7)  
FPO New York 09501

Dear Chief Doe:

Advance orders have been received indicating your assignment to the U. S. Naval Station, Newport, Rhode Island for a tour of duty. I extend a warm welcome and sincerely hope your tour of duty in Newport will be pleasant and rewarding.

You have been tentatively assigned to the \_\_\_\_\_ Department. A sponsor will be designated to correspond with you and render all reasonable assistance incident to your move to Newport. The enclosed pamphlet "Historic Newport Welcomes You" will answer some of the most frequent questions posed by new arrivals.

If you have any further questions, please do not hesitate to write to your sponsor. You will receive a letter from him in the very near future and he will also be available to greet you upon arrival in Newport if desired.

Sincerely yours,

Encl

ENCLOSURE (1)





NAVSTANPTINST 1700.12  
27 April 1966

U. S. NAVAL STATION  
NEWPORT, RHODE ISLAND  
02840

\_\_\_\_\_  
(date)

John Doe, BMC, USN  
U.S.S. GUADALCANAL (LPH-7)  
FPO New York 09501

Dear Chief Doe:

I have been selected to be your sponsor incident to your transfer to the U. S. Naval Station, Newport, Rhode Island. My name is James Carter, BMC, USN, and I am assigned to the \_\_\_\_\_ Department.

Your prospective Department Head, LCDR Harold Jones, tentatively plans to have you relieve John Smith, BMC, USN in the \_\_\_\_\_ Division. Chief Smith is due for rotation in October. The Department is composed of (four) divisions with a total allowance of 130 enlisted personnel. The Executive Officer's name is Commander \_\_\_\_\_, and you should have already received a "Welcome Aboard" letter from our Commanding Officer, Captain \_\_\_\_\_.

I'm sure that you and your family will enjoy your tour of duty in Newport. Newport is a typical New England city. There are several adequate shopping centers in Newport. There are fine shopping centers in Providence, Rhode Island, 26 miles away, Fall River, Massachusetts, about 12 miles, and Boston, Massachusetts, about 90 miles away, which you may desire to utilize. Of course, you have the Navy Exchange and Commissary on the Naval Base complex, both of which are quite adequate. Medical facilities are excellent in Newport, and the Naval Hospital is located just outside of Gate 1.

Housing for your family may present some problems. There are two types of Navy Housing available, but in both you have a waiting period of from four to six months. There are civilian houses available in Newport and outlying areas. Civilian rentals I feel are high and at times substandard. The average two-bedroom apartment, unfurnished, costs about \$100 to \$125 per month. There is no temporary government housing available.

If there is anything further I can help you with prior to your arrival in Newport, please do not hesitate to write. When you arrive in Newport, you can contact me by telephone at 841-\_\_\_\_\_ during working hours, or 846-\_\_\_\_\_ at my home, 3434 Bellevue Avenue, Middletown, Rhode Island. I will be looking forward to hearing from you soon.

Sincerely yours,

ENCLOSURE (2)



## APPENDIX G





## APPENDIX G

U. S. NAVAL AIR STATION  
Norfolk, Virginia 23511

In reply refer to

Code PA  
5720.2  
3 May 1966

LCDR E. C. Whiddon, Jr., USN  
6 Intervale Road  
Sudbury, Massachusetts 01776

Dear Lieutenant Commander Whiddon:

Thank you for your letter of April 27, 1966 and the kind words that this office was favorably mentioned to you in regard to obtaining the necessary information you require for your thesis on the topic of Navy Welcome Aboard practices.

I sincerely hope that the following information will assist you in some way in obtaining the goal you are seeking as a student in the Navy's postgraduate public relations program.

All officers and enlisted personnel ordered to the Naval Air Station Norfolk who requests information regarding the command are furnished with most of the enclosed material. However, only a small percentage request this prior to reporting for duty.

Upon reporting for duty all officers and enlisted personnel are given a Welcome Aboard Booklet and a Home Town News Release (NAVSO-5724/1 (Rev 7-65) Form is filled out for the purpose of release to his or her home town newspaper by the Fleet Home Town News Center, Great Lakes, Illinois.

The Public Affairs Office is responsible for distributing all Welcome Aboard material.

Upon completion of checking in, all enlisted personnel are scheduled to attend a one day (eight hours) indoctrination or familiarization course consisting of the following:

- a. Mission, duties, and personal responsibilities - presented by the Executive Officer.
- b. Dental Hygiene - presented by the Dental Hygiene Officer.
- c. Local and base traffic laws - presented by the Security Office representative.
- d. Insurance and educational benefits - presented by the I&E representative.
- e. Religious Services, location of Chapels and programs available - presented by the Chaplains.
- f. Recreational facilities, hobby shops, bowling, swimming pools, etc. - presented by representative of Recreation Division.





g. General topics pertaining to the command and personnel - presented by the Commanding Officer.

h. Various movies are shown that are of an educational nature.

Upon completion of FAM school the personnel report to their assigned departments for further assignment to a particular division where he or she will work. The division officer then will assist him or her with any other personal problems the individual may have in regard to getting settled in the area.

Of course the process of checking in is a more detailed one, such as:

a. Reports to Personnel Office where his or her records are maintained. The individual is then issued a liberty pass and chow pass. He or she is given a check in sheet and must report to the following:

- (1) Master-at-Arms office for issue of bedding and assignment to a berthing area.
- (2) Disbursing Office for pay record check in.
- (3) Mail Directory for address and recording of department assignment for mail.
- (4) Dental and Medical for reporting physical examinations.
- (5) Public Affairs Office for filing Home Town News Release and receiving Welcome Aboard information.
- (6) Department Personnel Officer for assignment to division.
- (7) Division Officer for working assignment.

The process of checking in by an officer is similar to enlisted with the exception of the following:

- a. Reports to the Executive Officer for personal greetings and Department assignment.
- b. Reports to the Commanding Officer for personal welcome.
- c. Reports to assigned Department Head for duty assignment.

After personnel have been assigned to a Department, the Head of Department forwards a letter to the parents, wife or next of kin, as the case may be. A sample letter and picture montage that is forwarded with these letters are enclosed herewith. I have also enclosed handout material that is given to personnel upon reporting or at their request.

It is hoped this information will assist you and again I wish you continued success in your work.



## APPENDIX B



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U. S. NAVAL AIR STATION  
Norfolk, Virginia

NASNORVA 5700.1  
Code SI  
8 October 1964

NAS NORVA INSTRUCTION 5700.1

From: Commanding Officer  
To: Distribution List

Subj: Letters to families of personnel reporting for duty;  
preparation of

Encl: (1) Sample Letter

1. Purpose. To establish the procedures for preparation of letters sent to families of enlisted personnel reporting for duty at the Norfolk Naval Air Station.

2. Background. It has been station policy to inform the family of their sons' or daughters' arrival for duty at the Naval Air Station. In the past this letter has not conveyed the personal interest of the command in the individual which is so important in developing public interest and support of the U. S. Navy.

3. Action

a. A letter to the family or guardian of new personnel will be drafted by the department to which assigned. It shall be prepared on the Commanding Officer's personal stationery not later than 10 days after assignment. Enclosure (1) is a sample of the letter which will be used. However, it is not intended that this sample will preclude the departments' adding any other noteworthy information obtained in the Division Officers' interview. One ladder green copy will accompany the smooth copy for use by Central Files Office.

b. The Service Information Officer shall design an enclosure to be included as a part of this letter which will picture the major facilities available to military personnel. This enclosure will be attached to the letter by the Central Files Office prior to mailing.

c. Division Officers should have at least one personal interview with assigned personnel prior to this letter being prepared. The proper recipient of the letter can be determined at this time.

d. This is intended to be a very personal and meaningful gesture and all personnel concerned are expected to take a conscientious approach to it.





Code SI

5700

8 October 1964

Mr. and Mrs. John Doe  
1234 Blank Street  
Somewhere, U.S.A.

Dear Mr. and Mrs. Doe:

As you know, your (son/daughter, \_\_\_\_\_), has reported to the Naval Air Station, Norfolk, for duty. I am the Commanding Officer of this major aviation center of the United States Navy. My feelings are that you would appreciate knowing something about the Naval Air Station, Norfolk, with regards to its functions in the Navy, and especially in its relationship to your (son/daughter).

Our primary responsibility is to support the strongest and most effective Naval Force in the world - the United States Fleet. We keep in readiness all types of aircraft used in the Navy. We make certain that the personnel who man and maintain these craft are kept abreast with the latest advances in aeronautical and military technology. Not all stationed here fly airplanes; many of our people are mechanics, technicians, instructors, and administration personnel. But, in putting us all together, we are a team which produces a flexible military force constantly alert to defend and uphold the principles upon which our nation is established. This is the Navy of which (name \_\_\_\_\_) is a part here at the Naval Air Station, Norfolk.

Important as the above is, the ability of the navy to respond promptly to a crisis depends on efficient, healthy and happy sailors. Were you to visit (name \_\_\_\_\_) at the Naval Air Station, you would note the following services which are provided for all personnel. We have excellent living conditions in our well ventilated, fireproof barracks. A variety of fine food, in quantities desired, is proffered at each meal.

The medical and dental facilities, modern in every detail, are staffed with highly qualified doctors and technicians. (name \_\_\_\_\_)'s spiritual welfare is the concern of dedicated Navy Chaplains who provide complete religious programs and services in each of our beautiful Chapels.

I am truly concerned with your (son/daughter's) educational advancement. My Educational Officer, a trained specialist, has a competent staff ready to assist (name \_\_\_\_\_). Correspondence courses at both high school and college level are available. Guidance and assistance is given to those who are interested in various college programs, such as NROTC, entrance into the Naval Academy, and scientific and professional programs. Closely connected with, yet separate from the educational office, is our library which is stocked with current magazines and books on the best reading lists.

(name \_\_\_\_\_) has been assigned to the (\_\_\_\_\_) department. I have directed Lt \_\_\_\_\_, (his/her) Division Officer, to review personally with (him/her) the opportunities offered here at the Naval Air Station, Norfolk.

As (\_\_\_\_\_) 's new Commanding Officer, I want you to know that I am glad to have (him/her) on board, and I assure you that all possible measures will be taken to insure (his/her) good health, safety and happiness.

If I can be of further assistance to you, feel free to communicate with me at any time.

Sincerely yours,

Enclosure (1)



## APPENDIX 1





## APPENDIX I

Mail Editorial Offices 4007 AVENUE A  
SHERWOOD 7-1624**FB** **BOONE**  
**Nationwide Publications, Inc.**  
POST OFFICE BOX 883 LUBBOCK, TEXAS

June 9, 1966

LCDR E. C. Whiddon, Jr.  
6 Intervale Road  
Sudbury, Massachusetts 01776

Dear Commander Whiddon:

I apologize for the delay in answering your letter regarding the publication of unofficial guides for Naval installations; however, please realize that your request if answered in minute detail would involve my having to write a thesis on the subject, which I frankly do not have the time to do. I will give you a brief outline and some particulars that may suffice.

1. These unofficial directories and guides are published under DOD Instruction 5120.4, which is implemented by Navy Regulation No. NAVEXOS P-35. Each branch, Air Force, Marine and Army have identical or almost identical regulations implementing the DOD Instructions.

2. This regulation covers the publication of unofficial newspapers as well as unofficial base guides. I believe that most of your questions can be answered by a thorough examination and study of the Navy Regulation specified, which I am sure is available to you through some source. I do not have a copy here or I would send you a photostat copy. In so far as a publisher is concerned, we furnish the guide books at no expense to the Navy or the government and the only consideration being that the books will be distributed to personnel in order that participating advertisers will receive some exposure of their advertising. We are primarily interested in an area where the Navy installation or complex has a significant influence on the local economy in order that merchants will be interested in the market from a commercial point of view. Where such a situation exists it is possible to solicit advertising, as you see in the sample books which you have, deliver a stated quantity of books to the installation and realize a profit (we hope) on the transaction.

3. Our profit on our overall publishing averages six per cent per installation. Naturally, this is not a reliable figure since we do lose money on many publications and we make more than six per cent on others, but the average is six per cent. I am enclosing a schedule of publications which lists books that we publish and will give you some idea on the quantities, number of installations, etc.





Page 3

4. Specifically, when we do publish such a guide the steps involved are (1) the installation or command gives us a Letter of Agreement authorizing us to publish an unofficial guide, which specifies a delivery time, quality and quantity to be delivered and provides for protection for the installation and the U. S. Government in that the publisher is wholly responsible for the content, etc.; (3) we accomplish a layout and a proposed proof is forwarded to the Public Information Office for scrutiny and approval. Corrections and changes are made at that time, if necessary; (4) when proof is returned we print the book, bind it, mail advertiser's proof copies directly to the participating advertisers and the balance of the publications are shipped in bulk to the Information Office where they are in turn distributed to personnel; and (5) Normal distribution is approximately sixty per cent to assigned personnel at that time, thirty per cent are retained for distribution to incoming personnel as they arrive on base and approximately ten per cent will be distributed to visitors and will be placed in traffic areas on the installation. Copies (no particular percentage) are sent to other Naval installations where they are filed in family service reference libraries so that they are available to personnel who are being transferred or who are considering transfer.

I hope that this information, as well as the regulation, will be sufficient as I stated; however if you do have other specific questions which you desire answered, please write me again and I will answer your questions.



INSTALLATION	LOCATION OR AREA	Circulation	Published Closing Date	Issuance Before	SERVICE Air Force	SPLIT Army	CIRCULATIONS Navy Marine	REGIONAL Western	SPLIT Central	CIRCULATIONS Eastern
ADAIR AIR FORCE STATION	Corvallis, Oregon	2,200	July 1	September 30	2,200			2,200		
AIR FORCE ACADEMY	Colorado Springs, Colorado	11,000	March 1	May 31	11,000			11,000		
ANDREWS AIR FORCE BASE	Washington, D.C.	9,900	June 1	August 30	9,900					9,900
ATLANTA ARMY DEPOT	Forest Park, Georgia	3,850	September 1	November 30		3,850				3,850
AVIATION MATERIEL COMMAND	St. Louis, Missouri	5,500	October 1	January 31	5,500				5,500	
BAINBRIDGE NAVAL TRAINING CEN.	Port Deposit, Maryland	4,000	January 1	March 31			4,000 ✓			4,000
BARKSDALE AIR FORCE BASE	Shreveport, Louisiana	5,500	August 1	November 30	5,500				5,500	
BOLLING AIR FORCE BASE	Washington, D.C.	3,850	January 1	March 31	3,850					3,850
CAMP PENDLETON Marine Corps	Oceanside, California	11,000	February 1	May 31			11,000	11,000		
CARSWELL AIR FORCE BASE	Fort Worth, Texas	4,000	September 1	December 31	4,000				4,000	
CHARLESTON AIR FORCE BASE	Charleston, South Carolina	5,500	October 1	January 31	5,500					5,500
CLINTON-SHERMAN AIR FORCE BASE	Clinton, Oklahoma	6,000	---	---	6,000				6,000	
COLUMBUS AIR FORCE BASE	Columbus, Mississippi	3,300	December 1	March 31	3,300				3,300	
CUSTER AIR FORCE BASE	Battle Creek, Michigan	3,000	---	---	3,000				3,000	
DETROIT ARSENAL	Warren, Michigan	8,250	January 1	March 31		8,250			8,250	
DYESS AIR FORCE BASE	Abilene, Texas	6,000	June 1	August 31	6,000				6,000	
EDWARDS AIR FORCE BASE	Bakersfield, California	8,250	June 1	August 31	8,250			8,250		
ELEVENTH NAVAL DISTRICT Hdqrs	San Diego, California	16,500	May 1	August 31			16,500 ✓	16,500		
ELLSWORTH AIR FORCE BASE	Rapid City, South Dakota	5,000	October 1	January 31	5,000				5,000	
ENT AIR FORCE BASE	Colorado Springs, Colorado	6,600	March 1	May 31	6,600				6,600	
FIFTH NAVAL DISTRICT Hdqrs	Norfolk, Virginia	11,000	June 1	September 30			11,000 ✓			11,000
FIRST NAVAL DISTRICT Hdqrs	Boston, Massachusetts	5,500	December 1	February 28			5,500 ✓			5,500
FORT BENJAMIN HARRISON	Indianapolis, Indiana	5,500	December 1	February 28		5,500			5,500	
FORT BRAGG	Fayetteville, North Carolina	11,000	---	---		11,000				11,000
FORT DEVENS	Ayer, Massachusetts	7,150	February 1	April 30		7,150				7,150
FORT DIX	Trenton, New Jersey	11,000	October 1	December 31		11,000				11,000

(CONTINUED)





April 1, 1966

INSTALLATION	LOCATION OR AREA	Circulation	Published Closing Date	Issuance Before	SERVICE Air Force	SPLIT CIRCULATIONS Army	CIRCULATIONS Navy-Marine	REGIONAL Western	SPLIT CIRCULATIONS Central	Eastern
FORT HANCOCK	Red Bank, New Jersey	2,200	February 1	April 30		2,200				2,200
FORT McPHERSON	Atlanta, Georgia	4,400	February 1	April 30		4,400				4,400
FORT SHERIDAN	Highland Park, Illinois	3,850	November 1	February 28		3,850			3,850	
FORT SILL	Lawton, Oklahoma	16,500	June 1	August 31		16,500			16,500	
FORT WOLTERS	Mineral Wells, Texas	6,600	January 1	March 31		6,600			6,600	
FOURTEENTH NAVAL DIST. Hdqtrs.)	Pearl Harbor, Hawaii	7,700	March 1	June 30			7,700 ✓	7,700		
GRAND FORKS AIR FORCE BASE	Grand Forks, North Dakota	5,500	August 1	November 30	5,500				5,500	
GREAT LAKES NAVAL TRAINING CEN.	Waukegan, Illinois	5,500	November 1	February 28			5,500 ✓		5,500	
GRIFFISS AIR FORCE BASE	Rome, New York	5,500	March 1	June 30	5,500					5,500
HANSCOM FIELD	Bedford, Massachusetts	8,250	August 1	November 30	8,250					8,250
HICKAM-WHEELER AIR FORCE BASE	Honolulu, Hawaii	5,500	June 1	September 30	5,500			5,500		
HOMESTEAD AIR FORCE BASE	Homestead, Florida	8,800	December 1	February 31	8,800					8,800
KIRTLAND AIR FORCE BASE	Albuquerque, New Mexico	4,400	November 1	January 31	4,400			4,400		
LANGLEY AIR FORCE BASE	Hampton, Virginia	5,500	September 1	November 30	5,500					5,500
LAREDO AIR FORCE BASE	Laredo, Texas	3,500	—	—	3,500				3,500	
LORING AIR FORCE BASE	Limestone, Maine	4,400	February 1	April 30	4,400					4,400
LOWRY AIR FORCE BASE	Denver, Colorado	5,500	February 1	April 30	5,500			5,500		
McCONNELL AIR FORCE BASE	Wichita, Kansas	5,500	—	—	5,500				5,500	
MAJLSTROM AIR FORCE BASE	Great Falls, Montana	5,500	December 1	February 28	5,500			5,500		
MINOT AIR FORCE BASE	Minot, North Dakota	5,500	January 1	March 31	5,500				5,500	
MOBILITY EQUIPMENT CENTER	St. Louis, Missouri	6,050	December 1	March 31		6,050			6,050	
MOODY AIR FORCE BASE	Yoldaste, Georgia	2,750	August 1	October 31	2,750					2,750
McCHORD AIR FORCE BASE	Tacoma, Washington	13,200	February 1	April 30	13,200			13,200		
NAVY ASSOCIATION	Washington, D.C.	5,500	—	—			5,500 ✓			5,500
NELLIS AIR FORCE BASE	Las Vegas, Nevada	5,500	April 1	June 30	5,500			5,500		
OTIS AIR FORCE BASE	Cape Cod, Massachusetts	3,850	October 1	December 31	3,850					3,850

(CONTINUED)





April 1, 1966

INSTALLATION	LOCATION OR AREA	Circulation	Published Closing Date	Issuance Before	SERVICE Air Force	SPLIT Army	SPLIT Navy-Marine	REGIONAL Western	SPLIT Central	SPLIT Eastern
OXNARD AIR FORCE BASE	Oxnard, California	2,200	December 1	February 28	2,200			2,200		
PACIFIC MISSILE RANGE	Pt. Mugu, California	6,600	June 1	August 31			6,600	6,600		
PAINE FIELD	Everett, Washington	2,000	March 1	June 30	2,000			2,000		
PLATTSBURGH AIR FORCE BASE	Plattsburgh, New York	3,300	March 1	May 31	3,300					3,300
PRESIDIO OF SAN FRANCISCO	San Francisco, California	5,500	February 1	April 30		5,500		5,500		
RAVEY AIR FORCE BASE	Aguadilla, Puerto Rico	5,500	March 1	June 30	5,500					5,500
REESE AIR FORCE BASE	Lubbock, Texas	3,850	September 1	December 31	3,850				3,850	
RICHARDS-GEBAUR AIR FORCE BASE	Kansas City, Missouri	7,700	December 1	March 31	7,700				7,700	
ROCK ISLAND ARMY ARSENAL	Rock Island, Illinois	7,700	June 1	September 30		7,700			7,700	
SANDIA BASE Dept of Defense	Albuquerque, New Mexico	5,500	February 1	April 30		5,500		5,500		
K. I. SAWYER AIR FORCE BASE	Marquette, Michigan	4,400	September 1	November 30	4,400				4,400	
SELFLEDGE AIR FORCE BASE	Mt. Clemens, Michigan	5,500	September 1	November 30	5,500				5,500	
SWEETWATER AIR FORCE STATION	Sweetwater, Texas	1,250	January 1	April 30	1,250				1,250	
TENTH NAVAL DISTRICT (Hdqtrs.)	San Juan, Puerto Rico	7,700	June 1	August 31			7,700			7,700
TINKER AIR FORCE BASE	Oklahoma City, Oklahoma	11,000	March 1	May 31	11,000				11,000	
THIRTEENTH NAVAL DIST. (Hdqtrs.)	Seattle, Washington	5,500	May 1	July 31			5,500	5,500		
U.S. ARMY HAWAII	Schofield Barracks, Hawaii	5,500	October 1	December 31		5,500		5,500		
U.S. MARINE CORPS AIR FACILITY	Cherry Point, North Carolina	5,500	March 1	June 30			5,500			5,500
U.S. MARINE CORPS AIR FACILITY	New River, North Carolina	5,500	March 1	May 31			5,500		5,500	
U.S. MARINE CORPS AIR STATION	El Toro (Santa Ana), California	11,000	January 1	May 31			11,000	11,000		
U.S. MARINE CORPS SUPPLY CENTER	Bartow, California	4,400	December 1	February 28			4,400	4,400		
U.S. MARINE CORPS AIR STATION	Kaneohe Bay, Hawaii	4,950	January 1	April 30			4,950	4,950		
U.S. NAVAL AIR STATION	Brooklyn, New York	4,400	January 1	March 31			4,400			4,400
U.S. NAVAL AIR STATION	Brunswick, Maine	3,850	September 1	November 30			3,850			3,850
U.S. NAVAL AIR STATION	Corpus Christi, Texas	6,600	December 1	February 28			6,600		6,600	
U.S. NAVAL AIR STATION	Glenview, Illinois	3,850	October 1	February 28			3,850		3,850	

(CONTINUED)



April 1, 1966

INSTALLATION	LOCATION OR AREA	Circulation	Published Closing Date	Issuance Before	SERVICE Air Force	SPLIT Army	CIRCULATIONS Navy-Marine	REGIONAL Western	SPLIT Central	CIRCULATIONS Eastern
U.S. NAVAL AIR STATION	Los Alamitos, California	7,700	October 1	December 31			7,700	7,700		
U.S. NAVAL AIR STATION, ATLANTA	Marietta, Georgia	2,475	November 1	February 28			2,475			2,475
U.S. NAVAL AIR STATION, MEMPHIS	Mullington, Tennessee	11,000	December 1	March 31			11,000		11,000	
U.S. NAVAL AIR STATION	North Island, California	5,500	January 1	March 31			5,500	5,500		
U.S. NAVAL AIR STATION	Quonset Point, Rhode Island	7,150	December 1	February 31			7,150			7,150
U.S. NAVAL AUXILIARY AIR STATION	Kingsville, Texas	4,400	January 1	March 31			4,400		4,400	
U.S. NAVAL AUXILIARY AIR STATION	Beeville, Texas	2,200	January 1	March 31			2,200		2,200	
U.S. NAVAL BASE	Newport, Rhode Island	8,800	November 1	January 31			8,800			8,800
U.S. NAVAL BASE	Key West, Florida	3,850	September 1	November 30			3,850			3,850
U.S. NAVAL CONST. BATTALION CEN.	Davisville, Rhode Island	6,600	December 1	February 28			6,600			6,600
U.S. NAVAL INSTALLATIONS	Jacksonville, Florida	11,000	January 1	March 31			11,000			11,000
U.S. NAVAL INSTALLATIONS	Long Beach, California	11,000	February 1	April 30			11,000	11,000		11,000
U.S. NAVAL SUBMARINE BASE	New London, Connecticut	11,000	December 1	March 31			11,000			2,750
U.S. NAVAL AIR STATION, GLYNCO	Brunswick, Georgia	2,750	June 1	August 31			2,750			11,000
WESTOVER AIR FORCE BASE	Springfield, Massachusetts	11,000	December 1	February 28	11,000					11,000
TOTALS		589,975			247,550	110,550	231,975	173,600	192,100	218,775





## APPENDIX J





## APPENDIX J

## U. S. NAVAL CONSTRUCTION BATTALION CENTER

PORT HUENEME, CALIFORNIA

IN REPLY REFER TO:

93041

17/dnp

4 MAY 1966

E. C. Whiddon, Jr., LCDR, USN  
6 Intervale Road  
Sudbury, Mass. 01776

Dear Sir:

In reply to your letter of April 27, the following information regarding the procedures followed by this Command in the Navy Welcome Aboard program, both for military and civilian personnel, is as follows:

1. Guide for military personnel: "Military Guide Book to U. S. Naval Construction Battalion Center, Port Hueneme, California" 11ND CBC P1700/2 (Rev. 5-65), is based on information compiled by the Management Engineering Division of this Center. Copies of this book are mailed out initially by Officer and Enlisted Personnel offices upon their receipt of advance orders indicating personnel reporting aboard. This is mailed out automatically with a cover letter of welcome from the Commanding Officer. When military personnel reports aboard, one of the offices he checks in to is the Public Affairs Office where information is gathered for a Fleet Home Town news release and a photo is taken (only if this is agreeable to the person). This guide book is offered to those who have need for an additional copy for dependents.

2. Guide for civilian personnel: "Civilian Pocket Guide - Construction Battalion Center" 11ND-P 397 (Rev.5-58) is now being revised. (Last remaining copy of the original book, marked and cut up, is enclosed). Enclosed also is a copy of the Civilian Employees Guide for NCEL, a tenant activity on this Center. Civilian employees, when they first report for duty on Center, are interviewed by the Placement Section, the Employee Relations Branch, and the Employee Development Branch of the Industrial Relations Division and given a Pocket Guide. After ninety days aboard, the employee has a follow-up interview with the Placement Section.

3. I hope that this information meets your requirements. Best wishes for a successful postgraduate course.



## U. S. NAVAL CONSTRUCTION BATTALION CENTER

PORT HUENEME CALIFORNIA

IN REPLY REFER TO

93041

17/dnp

E. C. Whiddon, Jr., LCDR, USN  
6 Intervale Road  
Sudbury, Mass. 01776

Dear Commander Whiddon:

Enclosed you will find a copy of form letter signed by the Construction Battalion Center Commanding Officer, which is mailed out with military guidelines to military personnel about to report aboard. Also a General Information Pamphlet issued by the Civil Engineer Corps Officers School, which is sent in advance of the arrival of military personnel who will eventually be students or employed on the staff at CECOS.

These should have been included with the materials sent to you on May 4, but since they were not we are sending them now under separate cover.





## PORT HUENEME CALIFORNIA

IN REPLY REFER TO

221

Dear Commander A. J. ...:









I am sure you are familiar with Basic Allowance for Quarters (BAQ). The BAQ is deducted the day a serviceman moves into Government Housing Quarters. The allowance is determined according to the serviceman's rate. Application must be filed with the Housing Office as to the number of bedrooms requested then the family is placed on a waiting list. The off-base housing list of apartments, houses, furnished and unfurnished is maintained by our office. A thorough survey was made in the community, through the Realty offices in Port Hueneme and Oxnard area, apartment managers, home owners, low-income housing projects (run by the Federal Housing Authority - will take 20% military), local newspapers to meet the need in accommodating military families for off-center housing.

It is very difficult to quote our number of listings for off-center housing as it varies from day to day. I might add that we do have a large number of various listings, according to their financial needs, and can accommodate families reporting to the Center the same day or the next. The families reporting aboard with five or more children take a day or two longer to accommodate. These large families prefer government housing on base, since it is much cheaper and meets their BAQ. Many large families have been comfortably accommodated temporarily off-center through key realtors we contact or home owners, we know will accept large families. Family needs vary, and I can truthfully say we have successfully accommodated all the military families comfortably with the exception possibly of two or three cases since our office has been established.

One bedroom unfurnished starts approximately \$85.00 per month, another \$10.00 could be added for a two bedroom, plus their gas and electric. A one bedroom furnished would start at approximately \$90.00; a two bedroom furnished approximately \$100.00, plus utilities. In some of our listings the utilities are included. A three bedroom older home unfurnished would cost approximately \$115.00 to \$145.00 plus utilities. Water is occasionally paid by the landlord. Port Hueneme is on a flat rate water system, approximately \$5.00. Oxnard is on a water meter system, hence, bills vary according to usage. Utilities average approximately \$10.00 for gas and \$10.00 for electricity. A deposit is required prior to having the facilities connected. In the Port Hueneme and Oxnard area, some of the apartment managers and home owners require a cleaning or security deposit varying from size of apartment or house, furnished or unfurnished - approximately \$15.00 to \$50.00. These are refunded according to the cleanliness the home is left in prior to leaving their dwelling.

Incidentally, Commander Whiddon, I was requested to make a trip to the US Naval Construction Battalion Center in Davisville, R.I. back in February 1966 to assist them in setting up a Dependents' Assistance Office. Mr. Mc Donald is the Director at Davisville. Since our Seabees transfer from Port Hueneme to Davisville and return at times, the Command at Davisville felt a need for such an office on the East Coast. San Diego has an Information Center on a smaller type scale. Norfolk, Virginia is contemplating an Information Center also.

I have been with this office from the day it opened in August 1960. There have been many problems and challenges. The problems were ironed out when





Navy Relief came into existence since our office operates with no funds, and many of the basic problems were financial. The challenges still occur, the times and moods vary as to problems, but it is strictly knowing the local and outside resources to utilize so that the mission or goal can be accomplished.

I do hope I have assisted you in the information requested on Navy's Internal Relations Practices. I am sorry for the delay in answering, however, it had to be passed through our Public Affairs Officer, Mr. Harmer.





U. S. NAVAL CONSTRUCTION BATTALION CENTER  
FORT HUachuca, CALIFORNIA

134

(R O U G H D R A F T)

Dear \_\_\_\_\_:

I have received a copy of your BUPERS orders and will be pleased to have you aboard the Construction Battalion Center for duty.

If you are interested in family type government quarters, complete and return a copy of the enclosed application form together with a copy of your orders. Upon receipt of the form, you will be advised by return mail regarding your prospects for being assigned quarters.

I am enclosing a copy of the "Military Guide Book for the CBC" which will give you an idea of the facilities which are available here at the Center. Also enclosed is a copy of "Homebuyers Magazine" which may be of interest to you. It also contains up-to-date maps of the extensive freeway road system which serves the area and may prove helpful in getting to the Center. If there is any additional information you need, please do not hesitate to write and I will do my best to supply the answer.

Yours sincerely,

Encl:

- (1) Application Form
- (2) Military Guide Book
- (3) Homebuyers Magazine of Southern Calif.

Copy to:

Code 30

Code 312

Code 813

CEN

DATE



U. S. NAVAL SCHOOL  
CIVIL ENGINEER CORPS OFFICERS  
NAVAL CONSTRUCTION BATTALION CENTER  
PORT HUENEME, CALIFORNIA

# GENERAL INFORMATION PAMPHLET

A large, stylized geometric pattern composed of many small, interlocking diamond shapes. The pattern is arranged in a way that forms a large, irregular shape on the left side of the page, with a jagged, stepped edge. The pattern is black and white, creating a high-contrast, textured effect.





U. S. NAVAL SCHOOL  
CIVIL ENGINEER CORPS OFFICERS  
Port Hueneme, California

CECOSINST 1500.7A  
C40A:pt  
1 January 1966

CECOS INSTRUCTION 1500.7A

From: Officer in Charge, U.S. Naval School, CEC Officers  
To: Distribution List

Subj: CECOS General Information Pamphlet

1. Purpose. To provide information about the school and to promulgate school regulations for prospective students.
2. Cancellation. CECOS Instruction 1500.7 is hereby cancelled and superseded. Addresses holding stocks of the superseded Pamphlet shall insure that they are replaced by this current issue.
3. Scope. Included in the pamphlet are a brief description of courses taught and a current fiscal year schedule, the procedures for reporting in, and recommended materials, equipment, and personal belongings to bring to the school.
4. Welcome Aboard. Upon reporting, the student will be provided with information and materials for rapid indoctrination in the course in which enrolled, and to assist in preparing for the first day of classes. A "Welcome Aboard" presentation will be held at 0800 on Monday, the first day of the course for students attending short courses. Basic CEC students will receive their course material at a "Welcome Aboard" held on the Thursday afternoon preceding the convening date of the course. At these presentations every effort will be made to answer specific questions on academic and administrative matters.
5. Action. Students will bring this information pamphlet with them to CECOS, and will be subject to the regulations contained therein.
6. Availability. This pamphlet will be sent to all prospective students for whom a copy of orders is received at CECOS, and to other interested personnel upon request.





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THE CECOS STAFF

Officer in Charge.....Captain Louis N. Saunders, Jr., CEC, USN

Assistant Officer in Charge....LCDR George M. Gans, Jr., CEC, USN

Administrative Department

Director.....CWO Oscar A. Holdridge, USN

ACADEMIC DEPARTMENT

Academic Department

Director.....LCDR George M. Gans, Jr., CEC, USN

Academic Services Officer.....LT Thomas W. Moody, CEC, USN

Public Works Division

Director.....LCDR Richard L. Siegle, CEC, USN

Contracts Division

Director.....LT Donald S. Bolinger, CEC, USN  
Professor Stuart F. Mellon

Construction Battalion Division

Director.....LT George D. Fraunces, CEC, USN

Nuclear Defense Engineering

Division Director.....LCDR James E. McNeill, CEC, USN  
LT William S. Vanroyen, CEC, USN

Engineering Logistics Division

Director.....Professor Richard C. Minasian

Engineering Management Division

Director.....Professor Theodore C. Murphy  
Associate Prof. James E. Daly

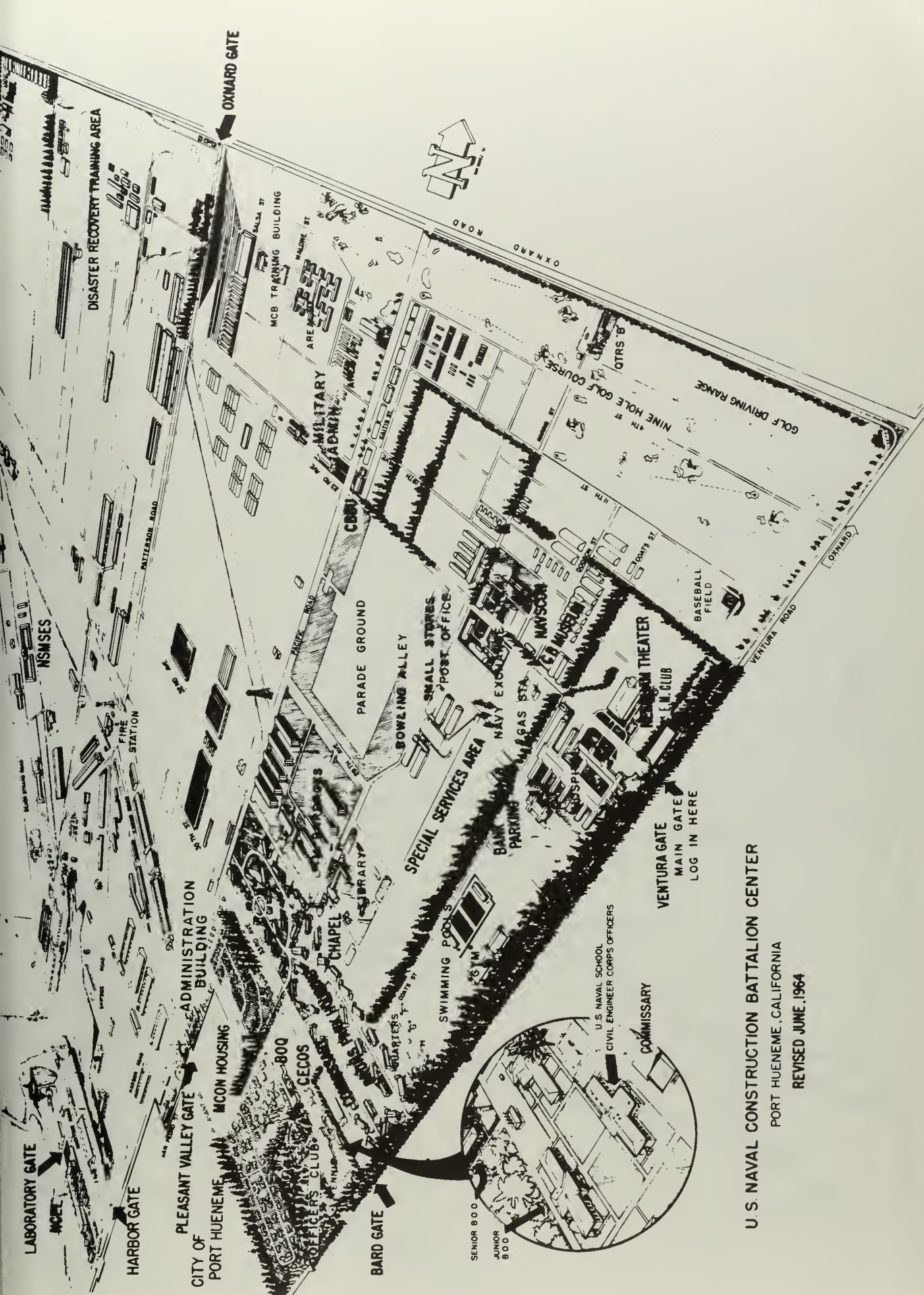
Graphic Arts.....Mr. Daniel Nunez

Librarian.....Miss E. Francis Mason

Publications.....Mrs. Phyllis Troutt





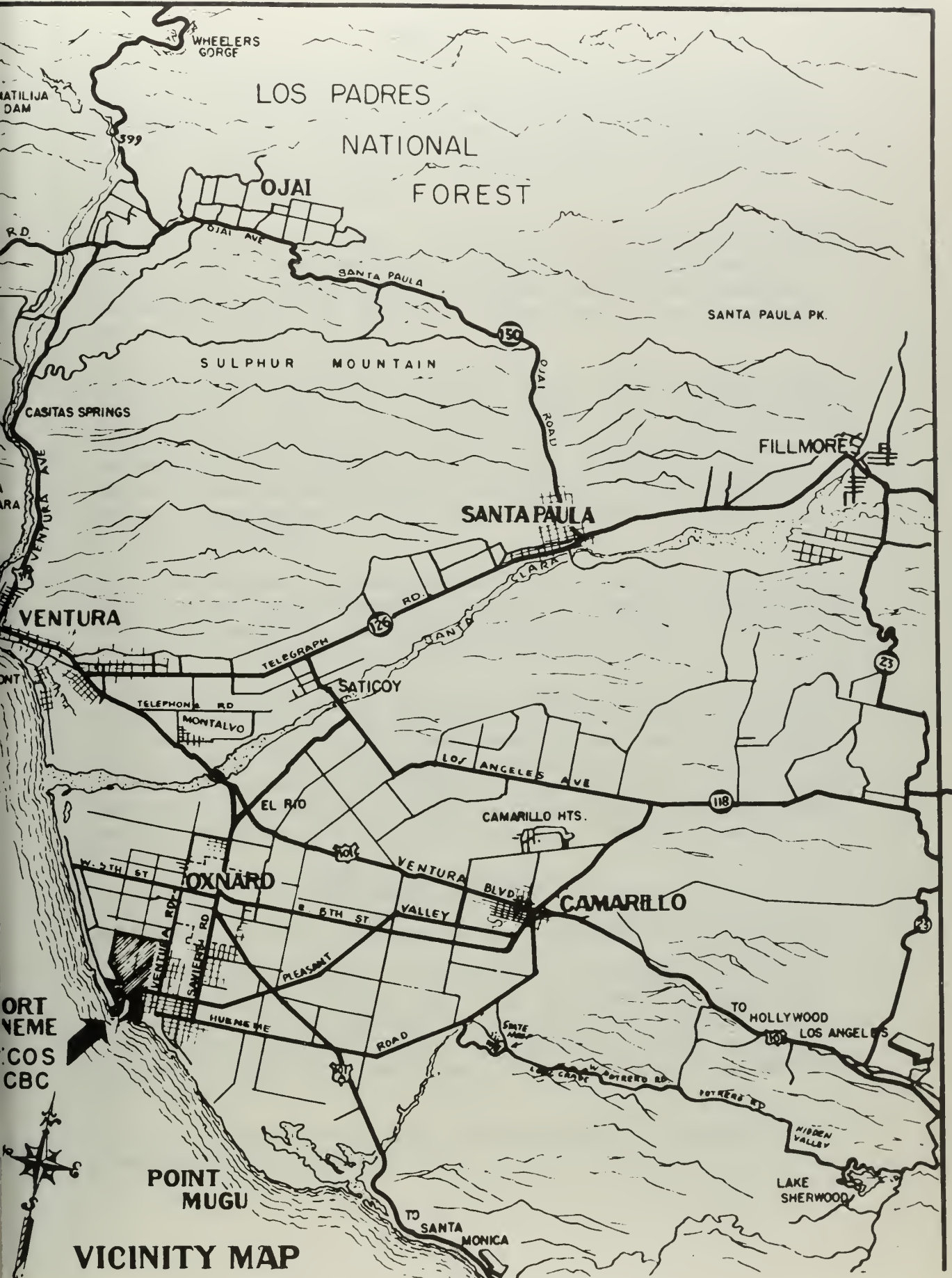


# U.S. NAVAL CONSTRUCTION BATTALION CENTER

PORT HUENEME, CALIFORNIA

REVISED JUNE, 1964





VICINITY MAP





## THE SCHOOL

The U. S. Naval School, Civil Engineer Corps Officers, is located at the U. S. Naval Construction Battalion Center, Port Hueneme, California. It is under the command of the Chief of Naval Personnel and under the area coordination of the Commandant, ELEVENTH Naval District, exercised through the Commanding Officer, U. S. Naval Construction Battalion Center.

The school provides courses of instruction for officers of the Civil Engineer Corps, both Regular and Reserve, through which they may become familiar with the specialized administrative and technical engineering information required to equip them for duty in billets assigned to them in the Navy.

Presently there are thirteen different courses taught at this school. Details of the curricula are found elsewhere in this pamphlet. These courses vary in length from one week to eight weeks. The bulk of our training effort is devoted to training newly commissioned officers entering the Civil Engineer Corps. During calendar year 1964 we trained a total of 766 officers and civilians; of this number 255 were newly commissioned Civil Engineer Corps Officers ranging from Ensign to Lieutenant.

All of the courses taught at this school are dynamic in that the course content is under constant scrutiny and curricula are modified almost simultaneously with any changes in procedures and instructions issued by the Chief of the Bureau of Yards and Docks.

Our instructors are all extremely well qualified to teach the subject matter which you will hear them present. Most of the officer and civilian members of our staff have considerable experience in the fields in which they are teaching. Additionally, as you may note from the biographies of the members of the staff which will be available to you in the school library, each staff member has had a great deal of technical training in his particular field of endeavor.

## THE SCHOOL'S MISSION

The mission of the U. S. Naval School, CEC Officers is as follows:

a. To provide courses of instruction for officers of the CEC, Regular and Reserve, through which they may become acquainted with the specialized administrative and technical engineering information, over and above their knowledge of engineering as applied to general practice, as required to equip them for duty in billets assigned to them in the Navy.

b. To perform such other functions related to training of naval personnel as may be assigned.

## THE SCHOOL'S TASKS

Tasks to be accomplished in support of the preceding mission are as follows:

a. To conduct a course of instruction encompassing the areas of Principles of Management; Public Works Management, including organization, functions, administration, and operations; Contract Administration; Applied Engineering; Naval Construction Forces, including advance base planning and military aspects, all combined into a basic course for newly commissioned officers of the Civil Engineer Corps, Regular and Reserve.

b. To conduct suitable courses covering Disaster Engineering for regular and reserve officers of the Armed Forces and selected civilians.

c. To conduct short courses for regular and reserve officers to keep them informed as to the latest Bureau of Yards and Docks policies and procedures in the specialized fields assignable to them as Civil Engineer Corps Officers on active duty.

d. To conduct such specialty type courses and perform such additional duties in connection with the training and administration of naval personnel as may be assigned.

e. To develop mobilization plans as directed by the Chief of Naval Personnel.

f. To provide such other training as may be required as directed by the Chief of Naval Personnel.

## HISTORY OF U. S. NAVAL SCHOOL CIVIL ENGINEER CORPS OFFICERS

During World War II it was necessary to train a large number of newly commissioned officers in the Civil Engineer Corps. The first training for these officers was established at Camp Allen, Norfolk, Virginia, in 1942. The training was designed especially for officers who were to be assigned to newly formed Construction Battalions. In February of 1943 all Seabee training and CEC officer indoctrination was moved to Camp Peary at Williamsburg, Virginia.

In May 1943 a Public Works course was established at Norfolk, Virginia, designed to provide training for CEC officers who were to be assigned Public Works duty in the Naval Shore Establishment.

The officer training program was moved from Camp Peary to Camp Endicott at Davisville, Rhode Island in May 1944. In May 1945 the Public Works course was moved from Norfolk to Davisville and there consolidated with the Officer Training School. This move located all CEC officer training under one school at Camp Endicott.

The school was moved from Davisville to the U. S. Naval Construction Battalion Center at Port Hueneme in September 1946. Since that time it has remained at Port Hueneme, under the management control of the Bureau of Naval Personnel. The School is under the direction of a CEC Officer, designated as Officer in Charge.

In 1949 the school was assigned the mission of instructing in the field of disaster relief planning, especially as it pertains to naval establishments ashore. To fulfill this mission there was established a Disaster Relief course which was superseded in 1959 by the Disaster Engineering course which is available for active duty officers of the Armed Forces, Naval Reserve officers on training duty and key civilians of the military establishment.

The post-war functions of the school continue to provide for indoctrination training of the newly commissioned CEC officers. These officers include graduates of the Officer Candidate School, the Naval Reserve Officer Training Corps (NROTC), the Naval Academy, transferees from the Line and Limited Duty officers (LDO). "Refresher" instruction for Regular CEC Officers and Reserve CEC Officers, on active duty for training has become another important post war function of the School.

Several foreign students under the Military Assistance Program (MAP), officers in the Chinese, Korean, Philippine, Iranian, Indonesian, Japanese and Thailand Navies, have undergone instruction and graduated from CECOS during the past few years. They were enrolled in both the Basic CEC and the Specialized CEC courses.

CECOS has conducted five (5) courses for the Chief of Naval Operations and the Chief of the Bureau of Yards and Docks in the Construction and Maintenance of Naval Shore Facilities Course for Senior Foreign Officers. These courses were six (6) weeks in length and were attended by Senior Foreign Officers coming from Brazil, Republic of China (Taiwan), Republic of Korea, Japan, Canada, Indonesia, Turkey, Thailand, South Vietnam, Germany and the United Kingdom.

At the request of the Office of Civil Defense, CECOS presented nine two-week courses entitled "Building Analysis for Fallout Protection" for civilian architects and engineers during FY-1962. Four additional courses were taught during FY-1963. Over 300 private architects and engineers were trained by CECOS to conduct the President's nationwide Fallout Shelter Survey Program.





## OTHER NAVAL ACTIVITIES AT PORT HUENEME, CALIFORNIA

The development of Naval Facilities at Port Hueneme began in April 1942 with the establishment of an Advanced Base Depot operated by the Contractors, Pacific Naval Air Bases, and under the management control of the Bureau of Yards and Docks. Conversion to a peacetime organization under Civil Service became effective in November 1945 and the U. S. Naval Construction Battalion Center was established by SecNav directive on 14 December 1945.

The early organization of the Construction Battalion Center was streamlined in 1954 to provide for more efficient and economical operations. In addition to its own operating departments, the Center provides support to four tenant activities - - the U. S. Naval Civil Engineering Laboratory; U. S. Naval School, Civil Engineer Corps Officers; U. S. Naval Schools, Construction; and the Commissary Store. The Construction Battalion Center is also the home port for Mobile Construction Battalions THREE, FIVE, NINE, TEN and ELEVEN.

The U. S. Naval Civil Engineering Laboratory was transferred to Port Hueneme from Solomons, Maryland, in January 1950. It is the only activity of its kind in the Navy and is a major research and testing arm of the Chief of the Bureau of Yards and Docks. Its mission is to provide research, development, and evaluation of processes, materials, equipment, and structures for the design, construction and maintenance of the Naval Shore Establishment.

The U. S. Naval Schools, Construction, was established in September 1942 as the Advance Base Receiving Barracks, generally remembered as Camp Rousseau. During the period of World War II over 100,000 Seabees, as personnel of the Construction Battalions became popularly known, were trained and embarked for overseas from Port Hueneme. With the end of hostilities in 1945 the wartime Training and Distribution Center was redesignated as the U. S. Naval Schools, Construction, under the management of BUPERS and technical direction of BUDOCKS. NAVSCON consists of nine schools, often referred to collectively as the "Seabee College" of the Navy, which are the only Naval schools offering training in builder, steelworker, equipment operator, construction mechanic, construction electrician, utilitiesman, draftsman, surveyor and military training.

The U. S. Naval Construction Battalion Base Unit was established in 1952 under an Officer in Charge. It is now under the command of the Commander, Naval Construction Battalions Pacific. The mission of the CBBU is to act as a pool for Group VIII Rated men and to provide for their training.

The Naval Ship Missile Systems Engineering Station was commissioned July 8, 1963. The mission of NSMSES is to provide technical and engineering assistance to the Special Navy Task Force for Surface Missile Systems. This includes research, development, test and evaluation, procurement, production, quality control, logistics supply and service use aspects of all elements of systems currently in use.

## THE AREA

It is indeed fortunate that CECOS is located in the Port Hueneme - Oxnard - Ventura area. The climate in this area is almost always pleasant. It is tempered by the ocean breezes and nearly always "smog-free". Nature has also endowed the area with a variety of scenery for the sightseer. Port Hueneme is a busy seaport city and Oxnard and Ventura serve a rich agricultural area, the Oxnard Plain. Nearby cities of historical and general interest include Los Angeles, Hollywood, Santa Barbara, Ojai and Ventura.

To assist you in locating the various facilities of the U. S. Naval Construction Battalion Center, we have included in the front of this pamphlet a station map which clearly indicates those facilities which we feel you may have occasion to use. Following the Construction Battalion Center map, a vicinity map showing the location of the Construction Battalion Center and adjacent City of Port Hueneme with respect to the other cities of interest in the general area has been inserted. Further information as to the location and distances of other cities in California or other states may be found in the CECOS library.

## COURSE INFORMATION

Complete information on CECOS Courses is available in the latest revisions of the following instructions:

BUPERS Instruction 1500.39 Series: Catalog of U. S. Naval Training Activities and Courses, NAVPERS 91769.

BUPERS Instruction 1500.53 Series: Disaster Engineering Course.

BUPERS Instruction 1520.66 Series: Nuclear Defense Engineering Courses.

BUPERS Instruction 1520.80 Series: Shore Facilities Planning Course.

BUPERS Instruction 1520.87 Series: Navy Industrial Fund Course.

BUPERS Instruction 1571.4 Series: Catalog of Active Duty for Training for Naval Reserve Personnel.

BUPERS Instruction 1571.12 Series: Procedures for requesting training quotas, additional quotas, training billets for Naval Reserve personnel on inactive duty to perform annual active duty for training.

### BASIC CEC OFFICERS COURSE (8 WEEKS NOMINAL)

A. PURPOSE: To provide indoctrination in the areas of CEC responsibilities and to develop a working knowledge of the programs, procedures, and techniques required in the specific billet to which the student has been ordered, i.e. public works, contract administration, or construction battalion operations.

B. SCOPE: Subject matter common to the entire class includes: Financial Management, Disaster Engineering, Logistic Organization and Planning, Engineering Management, Industrial Engineering, Navy Industrial Relations, the CEC, and Military Officer Orientation. Subject matter in the three specialty areas are:

(1) Public Works Management - Public Works Organization and Administration, Public Works Management Programs, Methods Engineering, and Scheduling with PERT.

(2) Contract Administration - Contract Procedures and Specifications, Labor Relations and Enforcement, Field Administration.

(3) Construction Battalion Operations - Naval Construction Forces, Command Relationships and Support Functions, Personnel Administration, Contingency/Mobilization Concepts, Deployment Construction Operations, Supply and Materiel Support Functions, Planning and Techniques, Command and Leadership.



C. PREREQUISITES: CONFIDENTIAL Security Clearance.

D. QUOTA CONTROL: Personnel eligible are officers newly commissioned in the Civil Engineer Corps, ordered to the course by administrative action of the Chief of Naval Personnel.

#### PUBLIC WORKS MANAGEMENT (2 WEEKS)

A. PURPOSE: To prepare the student to assume and discharge the responsibilities of Public Works Officer, Assistant Public Works Officer, or Division Officer at an activity Public Works Department or a Public Works Center.

B. SCOPE: Public Works Department Organization and Administration, Financial Management, Public Works Management Programs, Logistic Planning and Operations, Methods Engineering and Scheduling with PERT.

C. PREREQUISITES: None

D. QUOTA CONTROL: Personnel eligible are active and inactive, regular and reserve officers and key civilian employees of the armed forces. Quotas may be obtained by Commanding Officers for active duty officers and civilians and by Naval District Commandants for reserve officers by request to the OIC, CECOS. Requests for quotas for reserve officers will include mobilization billet, technical experience, and/or educational background. BUPERS Instructions 1571.4 and 1571.12 refer.

#### CONTRACT ADMINISTRATION (2 WEEKS)

A. PURPOSE: To prepare the student to assume and discharge the duties of Resident Officer in Charge of Construction, Assistant Resident Officer in Charge of Construction, and staff officers in District Public Works Offices, Assistant Public Works Offices, or with independent officers in Charge of Construction.

B. SCOPE: Introduction to Contracts and Labor, Contract Procedures and Specifications, Labor Relations and Enforcement, Field Administration and Financial Management.

C. PREREQUISITES: None

D. QUOTA CONTROL: Personnel eligible are active and inactive, regular and reserve officers and key civilian personnel of the armed forces. Quotas may be obtained by Commanding Officers for active duty officers and civilians and by Naval District Commandants for reserve officers by request to the OIC, CECOS. Requests for quotas for reserve officers will include mobilization billet, technical experience, and/or educational background. BUPERS Instructions 1571.4 and 1581.12 refer.

### CONSTRUCTION BATTALION OPERATIONS (2 WEEKS)

- A. PURPOSE: To prepare students for duty in the naval construction forces at construction battalion or smaller unit level under peacetime or mobilization conditions.
- B. SCOPE: Naval Construction Forces, Mobile Construction Battalions, Command Relationships and Support Functions, Battalion and Personnel Administration Programs, Contingency/Mobilization Concepts and Facilities, Deployment Construction Operations, Battalion Supply and Material Support Functions, Mount Out, Planning and Production Techniques, Command and Leadership.
- C. PREREQUISITES: CONFIDENTIAL Security Clearance.
- D. QUOTA CONTROL: Personnel eligible are active and inactive, regular and reserve officers of the armed forces. Quotas may be obtained by Commanding Officers for active duty officers and by Naval District Commandants for reserve officers by request to the OIC, CECOS. Requests for quotas for reserve officers will include mobilization billet, technical experience, and/or education background. BUPERS Instructions 1751.4 and 1751.12 refer.

### NAVY INDUSTRIAL FUND (1 WEEK)

- A. PURPOSE: To provide the description, philosophy and basic principles of the Navy Industrial Fund; to explain the procedures for operating NIF and the management advantages associated with such operations, and to develop proficiency in applying the various procedures used by Bureau of Yards and Docks activities operating under the fund.
- B. SCOPE: Description of the Navy Industrial Fund, NIF Operations, Accounting Concepts and Financial Analysis, NIF Management.
- C. PREREQUISITES: None
- D. QUOTA CONTROL: Personnel eligible are military and key civilians of the shore establishment who have responsibility in NIF operations. In addition the course is available on space-available-basis to other Department of Defense personnel. Quotas may be obtained from the OIC, CECOS. BUPERS Instruction 1520.87 refers.

### PERT/CPM CONSTRUCTION PROJECT MANAGEMENT (1 WEEK)

- A. PURPOSE: To acquaint the student with current progress in adapting PERT and Critical Path Analysis to the Planning, Scheduling, Progress Reporting, and Monitoring of Military Construction (MCON) Projects.

B. SCOPE: This course consists of manual (non-computer) and computer programmed fundamental exercises, significant PERT adaptations, PERT technology, and a student exercise project.

C. PREREQUISITES: None

D. QUOTA CONTROL: Personnel eligible are active and inactive regular and reserve officers and civilian employees of the armed forces. Quotas may be requested from the OIC, CECOS.

#### SHORE FACILITIES PLANNING (2 WEEKS)

A. PURPOSE: To provide information relative to the philosophy and general principles of Facilities Planning, to broaden the imagination of personnel engaged in planning with a view toward encouraging new ideas and methods, to promote efficient utilization of the skills and resources available to planners, and to develop a capability to apply the methods and procedures currently used in the field. In addition, a one-week course is offered with emphasis placed on the management review of the Shore Facilities Planning System, for personnel on the staffs of commanders who exercise command responsibility in shore activity planning.

B. SCOPE: Introduction to Shore Facilities Planning, Command and Management Relationships, Application of Planning Techniques, Financial Programming, Planning Systems and Programs, and Planning Considerations and Criteria.

C. PREREQUISITES: None

D. QUOTA CONTROL: Personnel eligible are military and key civilian personnel of the naval shore establishment with responsibilities in shore facilities planning. In addition the course is available on space available basis to other Department of Defense personnel engaged in shore facilities planning. Quotas for each class are allocated as follows: each District Public Works Office, Area Public Works Office, and BUDOCKS Division - 1 quota per class; additional quotas may be requested from the OIC, CECOS. Requests for quotas must state the name, rank, and position of the attendee. BUPERS Instruction 1520.80A refers. Quotas for the one-week course may be requested from the OIC, CECOS.

#### NUCLEAR DEFENSE CONSTRUCTION ENGINEERING (2 WEEKS)

A. PURPOSE: This course is designed for practicing architects and engineers. It acquaints the student with the significant effects of nuclear weapons applicable to the planning and design of protective structures for shore activities. Successful completion of the course leads to Office of Civil Defense certification as a Fallout Shelter Analyst.



B. SCOPE: Nuclear Weapons Effects, Detailed Principles of Nuclear Radiation Shielding, General Concepts of Protective Construction, and Shelter Habitability.

C. PREREQUISITES: (1) CONFIDENTIAL Security Clearance; (2) Bachelors degree in engineering or architecture or a State or District of Columbia professional or civil engineer license.

D. QUOTA CONTROL: Personnel eligible for this course are Civil Engineer Corps Officers regular and reserve (active and inactive), civilian engineers employed in the Bureau of Yards and Docks, Field Engineering Offices and Station Public Works Offices, and officer and civilian personnel in comparable positions in other military services to space limitations. Inactive reserve officers must have a current mobilization billet assignment to a fleet staff, the construction forces, a field engineering office, or a comparable assignment in other military services. Line officers in appropriate billets on the staffs of Sea Frontier Commanders and District Commandants are eligible. Requests for quotas must state name, rank, position, security clearance, basis for clearance, and certification of prerequisites for prospective attendee. Civilian architects and engineers sponsored by the Office of Civil Defense may attend this course for purposes of being certified as fallout shelter analyst. Quotas for active duty officers and civilians are assigned by BUPERS Instruction 1520.66 series. Quotas for naval reserve officers may be obtained in accordance with BUPERS Instruction 1571.12 series. Personnel from other military services may request quotas from the OIC, CECOS. Non-government civilians may apply thru Regional Office of the OCD.

E. STUDENT INFORMATION:

1. Dependents - It is recommended that students do not bring members of their families with them and that reserve officers arrange to be completely free of their business commitments for the entire two week period. The intensity of the course is such that there is very little time available for outside interests. Homework is assigned over the weekend.

2. Slide Rules - Each student should bring a log-log slide rule with him for use during the course, and should review the various operations of the slide rule prior to attending the course. The taking of numbers to fractional powers is a common operation required in the course.

3. Mathematics Review - Prospective students should review the fundamentals of algebra and the reading of log-log and semi-log graphs.

4. Texts -

a. If possible and available, obtain a copy of the book, "Effects of Nuclear Weapons". Chapters I, II, III, VII, VIII, IX, XI and XII are utilized in the weapon effects portion of the course and any advance reading of this material would be advantageous to the student. This publication is available from the Government Printing Office for \$3.00. Personal copies may be purchased through CECOS.



b. If possible and available, obtain copies of the Office of Civil Defense Publication, "Shelter Design and Analysis" Volume I, Fallout Protection and Volume II, Equivalent Building Method, and become familiar with both publications. They both are used as basic texts by the school. These two publications may be obtained from your Regional Director Office of Civil Defense, your District Public Works Officer or your District Engineer, U. S. Army of Engineers. As long as supplies are available, personal copies will be issued to students.

#### STRUCTURAL DYNAMICS AND RADIATION SHIELDING (2 Weeks)

A. PURPOSE: To acquaint engineers who are already familiar with static design with the procedures for the design of structures to resist dynamic blast loading.

B. SCOPE: Dynamic Response Theory applicable to the design of protective shelters ashore, a detailed treatment of the dynamic problem for simple structures, and shielding against initial radiation in blast resistant structures and entranceways and ducts.

C. PREREQUISITES: (1) SECRET Security Clearance; (2) Bachelors degree in civil, structural, or mechanical engineering or a state or District of Columbia structural engineer license; (3) Successful completion of the Nuclear Defense Construction Engineering Course or a course in building analysis for fallout protection (other courses may satisfy this requirement if so determined by the OIC, CECOS); (4) A working knowledge of structural analysis and design. Prospective students should review basic integral and differential calculus.

D. QUOTA CONTROL: Personnel eligible for this course are regular and reserve (active and inactive) CEC Officers, civilian employees in the Bureau of Yards and Docks, Field Engineering Offices, and Station Public Works Offices, and officers and civilians in comparable positions in other military services subject to space limitations. Inactive reserve officers must have a current mobilization assignment to a fleet staff, the construction forces, a field engineering office, or a comparable assignment in other military services. Quotas may be requested from the OIC, CECOS. Quota requests must state name, rank, position, security clearance, basis for clearance, and certification of prerequisites for prospective attendee. BUPERS Instruction 1520.66 series refers.

E. STUDENT INFORMATION: Paragraphs F1, 2 and 3 for the NDCE course apply here also. In addition, the following information is provided:

1. Math Review: Prospective students should review basic integral and differential calculus and the solution to second order linear differential equations.

## 2. Texts

a. The primary text in this course is the U. S. Army, Corps of Engineers series, Design of Structures to Resist the Effects of Atomic Weapons, Manual Number 1110-345-413, 414, 415, 416, 417, 419, 421. Any familiarization with these manuals prior to reporting to CECOS would be of significant value to the student.

b. The student should also reacquaint himself with the AISC Manual of Steel Construction, current edition.

### DISASTER ENGINEERING COURSE (2 WEEKS)

A. PURPOSE: This course is designed for personnel with management and planning responsibilities related to the engineering problems of nuclear disasters.

B. SCOPE: The identity, magnitude, and significance of the effects of nuclear weapons are covered together with simplified methods for calculation of radiation shielding protection factors; the protective and habitability factors of fallout shelters and the Navy Disaster Control Plan Organization and Operations, familiarization with radiac instruments and area and structural decontamination.

C. PREREQUISITES: An engineering background is not required but will be of material assistance in deriving maximum benefit from the course. The student should review the use of the slide rule, including the taking of number to fractional powers, and the fundamentals of algebra.

D. QUOTA CONTROL: Personnel eligible are regular and reserve (active or inactive) naval officers, officers of other armed forces, and key civilians employed by the military establishment who are assigned technical responsibilities in the engineering aspects of disaster control. Quotas for active duty officers and civilians are assigned by BUPERS Instruction 1500.53 series. Quotas for naval reserve officers may be obtained in accordance with BUPERS Instruction 1571.12 series. Quotas for personnel of other armed forces may be requested from OIC, CECOS.

#### E. STUDENT INFORMATION:

1. General Information - A moderate amount of homework is assigned in this course including some weekend work. The student should review the use of the slide rule, including the taking of numbers to fractional powers, and the fundamentals of algebra.

2. Texts - The texts listed for the NDCE course are also used in this course.

## COUNTERINSURGENCY (1 WEEK)

A. PURPOSE: To acquire an understanding of the primary social, economic, and political factors in newly emerging and underdeveloped countries that may contribute to insurgent activity; to examine the nature and characteristics of revolutionary war; to acquire an understanding of the doctrines, strategy and tactics involved in carrying out insurgency and counterinsurgency operations; to examine the manner in which communist doctrines, techniques and tactics have been employed to exploit conditions which foster insurgency; to examine the undertakings of the United States in the prevention or defeat of subversive insurgency.

B. SCOPE: The historical background of insurgency and counterinsurgency, the characteristics and implications of insurgent and counterinsurgent actions including military, paramilitary, political, economic, and psychological factors, and the policies, mission, tasks, and capabilities of agencies, including the military, in the prevention and countering of insurgency.

C. PREREQUISITES: None

D. QUOTA CONTROL: Personnel eligible are active and inactive reserve and regular officers of the armed forces. Quotas may be requested from the OIC, CECOS.



## HOUSING

A. Officers and Civilians without dependents: Officers in this category are quartered in the BOQ. Facilities of the Main BOQ include a closed mess, an officers' barber shop and a laundry and dry cleaning pick-up service. All students, military and civilian, attached to the school are authorized to use the mess. Basic students receiving per diem, ACDUTRA students, active duty officers in a travel status or on TAD, civilians and guests cannot join the closed mess but may use the messing facilities paying by the meal which includes a small surcharge.

B. Female students: Women attending CECOS courses will be required to live off-center as there are no facilities available on the Construction Battalion Center for their billeting.

C. Housing Information for Married Students:

1. On-Center Housing: Base housing is not available for assignment to officers attending CECOS as students.

2. Private Rentals:

- a. Available in Oxnard, Oxnard Beaches and Port Hueneme.
- b. Refer to Oxnard Press-Courier Newspaper.
- c. Possible rentals in the Oxnard/Port Hueneme area are as

follows:

- (1) Mandalay Arms, 5531 Driftwood, Oxnard Beach  
Ph. 487-4621
  - (a) Furnished 1 bedroom - \$110 plus utilities.
  - (b) Furnished 2 bedroom - \$130 plus utilities.
- (2) Lido Apts., 443 Occidental, Oxnard, Ph. 485-4715
  - (a) Furnished 1 bedroom - \$124.50 plus utilities
  - (b) Furnished studio apts. - \$109.50 plus utilities
- (3) Polynesian Apts., 701 W. Channel Island Blvd, Oxnard  
Ph. 483-5610
  - (a) 1, 2, 3 bedroom apts. - furnished/unfurnished
  - (b) Units from \$100 - \$185 plus utilities.
- (4) Luxury Apts., 633 Aleric and 5510 N. "J" St., Oxnard  
Ph 488-4375 or 488-5439
  - (a) 1 and 2 bedroom furnished apts.
  - (b) Units from \$110 a month including utilities
- (5) Fashion Park Apts., 155 Fashion Park Place, Ph. 488-3717
  - (a) Unfurnished 1 bedroom from \$89.50 plus utilities
  - (b) Furnished 1 bedroom from \$115 plus utilities.
- (6) Mira Loma Circle Apts., 1600 W. 5th, Oxnard, Ph. 483-3615
  - (a) Small 1 bedroom, furnished, from \$85 plus utilities
  - (b) Large 1 bedroom, furnished, from \$100 plus utilities
  - (c) Furnished 2 bedroom, \$135 plus utilities.
  - (d) Rent is charged for a full month from the day the

apartment is rented and any part of a month is charged as a full month.



(7) 860 Jane Ct., Apt. 3, Port Hueneme, Ph 468-3121

- (a) Furnished studio with all utilities paid - \$85.00 a month
- (b) Furnished 1 bedroom apartment with all utilities paid - \$110.00 a month
- (c) Furnished 2 bedroom apartment with all utilities paid - \$135.00 a month

(8) Nassau Apartments, 950 S. "J" St., Oxnard, Ph 483-7190

- (a) Furnished 1 bedroom - \$127.00 plus utilities
- (b) Furnished 2 bedroom - \$150.00 plus utilities

d. Generally, the furnished rentals listed above require a security and cleaning deposit of \$25-\$50. In some cases the apartment managers are reluctant to give this deposit back owing to the material condition of the apartment when the occupants leave. Students are cautioned to check the material condition of the apartment prior to acceptance and leaving.

e. Above prices are subject to change without notice.

f. Students living off-center must make their own arrangements for private transportation to and from classes.

3. A partial listing of Oxnard and near vicinity Hotels and Motels follows:

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE</u>	<u>UNITS</u>	<u>RATES</u>
Ambassador Motel	1631 S. Oxnard Blvd.	487-2754	29 S-K	\$7-12 (D)
Colonial House Motel	747 N. Oxnard Blvd.	483-2241	57 S	\$8-12 (D)
The Motelodge	1156 S. Oxnard Blvd.	483-9581	76 S	\$10-12(D)
Plaza Marina Motel	711 W. Hueneme Rd.	488-4495	30 S	\$7-12 (D)
Wagon Wheel Motel	800 Wagon Wheel Rd.	485-3131	93 S	\$8-14 (D)

(Motel rates quoted above are for two persons. Roll-a-way bed or cot is from \$1 to 2 extra for a third person. S indicates swimming pool - K indicates kitchen - D indicates double.)

Winter rates vary from \$1.00 to 3.00 lower.

NOTE: PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

SCHOOL RULES AND REGULATIONS  
UNIFORMS AND CIVILIAN CLOTHING

A. UNIFORMS: All students of the Basic course must report in and attend classes, ceremonial occasions and personnel inspections in the proper uniform as prescribed by the Officer in Charge, CECOS, in accordance with regulations of the Commandant, ELEVENTH Naval District, and as further prescribed by Commander, Pacific Missile Range (SOP). Students of two-week courses will also be required to participate in occasions of ceremony and personnel inspections; however, they need only bring the uniform of the day.

UNIFORM PERIODS

Summer Period - 1 April to 30 November (Approximate)  
Winter Period - 1 December to 31 March (Approximate)

UNIFORM OF THE DAY

Summer - Service Dress Khaki  
Winter - Service Dress Blue Bravo

FORMAL & SEMI-FORMAL (All Year)

Service or Dinner Dress Blue Bravo  
Dinner Dress Blue Jacket B (For Lieutenants and above)  
Evening Dress Blue B

OCCASIONS OF CEREMONY (All Year)

Service Dress Blue Bravo or Full Dress Blue Bravo

NOTES:

- (1) At the discretion of the Officer in Charge, CECOS and the Commanding Officer, CBCEN, uniform other than listed above may be designated for occasions of ceremony.
- (2) Three formal personnel inspections are held during the Basic Course by the Officer in Charge, one of which will be in the OUT-OF-SEASON uniform. All Military personnel attending the Basic Course must participate in the correct uniform.
- (3) Gloves are part of the Service Dress Blue "B" uniform, and will be worn when that uniform is prescribed for ceremonies or inspections. White gloves are worn with Full Dress Blue "B" uniform.

(4) THE UNIFORM OF THE DAY IS WORN IN THE CLASSROOM THROUGHOUT THE YEAR. The Service Dress Khaki uniform may be worn without the blouse in the classroom and on station during the khaki uniform periods. EXCEPTION: Khaki blouses are required in the Officers Club (COMOPEN) after 1800 hours. Blouses, or civilian attire (Coat and Tie), are required in the BOQ Wardroom (COMCLOSED) for the evening meal. Black shoes and socks will not be worn with the Khaki uniform.

It is each Basic student's responsibility to have in his possession all uniforms, including the out-of-season uniform, which may be prescribed for wear as uniform of the day or for ceremonies and inspections while the student is attending CECOS. A sword will be required while at CECOS.

Further, it is expected that each prospective student will familiarize himself with Uniform Regulations (NAVPERS 15665) in order that he will report with all required uniform accessories (i.e., ribbons, medals, sword, gloves, etc.). Students are reminded that they will be expected to comply with the strictest meaning of Chapter 11 of NAVPERS 15665 (Rev-59) and specifically, Article 1160, "SMARTNESS", which states "Uniform shall be kept scrupulously clean with lace, devices, and insignia bright and free from tarnish and corrosion. Hats and caps shall be worn squarely on the head. Shoes shall be kept well shined and in good repair."

#### PARTIAL LISTING OF UNIFORM ITEMS WORN WITH DESIGNATED UNIFORMS

<u>Uniform</u>	<u>Coat</u>	<u>Trousers</u>	<u>Cap-Cover</u>	<u>Shirt</u>	<u>Necktie</u>	<u>Shoes</u>	<u>Socks</u>	<u>Gloves</u>
Service Dress:								
Blue "B"	Blue	Blue	White	White	Black	Black	Black	Gray
Khaki	Khaki	Khaki	Khaki	Khaki	Black	Brown	Khaki	-----
Full Dress:								
Blue "B"	Blue	Blue	White	White	Black	Black	Black	White

B. Uniforms for Officers of Other Services: Officers from other armed services are expected to bring the uniform(s) of their respective service comparable to the required naval uniform(s) for the specific occasion and uniform period (season). Officers in the above category will not only



possess a suitable uniform-of-the-day, but will have a uniform of the applicable service and for the proper uniform period (season), which can be worn with a blouse and tie for dining in the BOQ Wardroom (COMCLOSED) where a blouse and tie are required for the evening meal, or for the Officers Club after 1800.

C. Civilian Clothing: Civilian clothing may be kept in the BOQ and worn for recreational functions on base and liberty. It is recommended that military students bring civilian clothing with them.

D. Reserve Officers: Reserve officers at CECOS, who expect to collect ACDUTRA pay, are reminded that they will be expected to appear in the proper uniform of the day.

#### REPORTING ABOARD PROCEDURES

STEP-1: Students should insure that advance travel arrangements provide for transportation to final destination (Oxnard, California). On arrival at Oxnard, about three (3) miles distant from NCBC, engage a taxi to Ventura or Pleasant Valley Gates, CB Center. If arriving by plane, taxi, service is available from the Oxnard Airport. Students traveling by auto should turn out West Fifth Street or Gonzales Road in Oxnard, and proceed about a mile to Ventura Road. Turn left on Ventura Road and proceed direct to Ventura Gate. For information concerning available transportation from Los Angeles International Airport, refer to Available Local Transportation, paragraph B, page 28.

STEP-2: Upon arrival at the Construction Battalion Center, the student should check-in with the Duty Petty Officer, CECOS (Bldg. 44). In the event Building 44 is secured, students may report prior to 0800 the following morning. Students should turn-in all but one copy of their orders and other official records in their possession.

STEP-3: Report to the Senior BOQ, Building #40 for billeting with a copy of your orders.

#### INFORMATION CONCERNING DETACHMENT

A. Active Duty, ACDUTRA Army & Air Force Personnel: Active duty personnel, ACDUTRA Army and Air Force personnel, and civilians will be detached upon completion of graduation ceremonies conducted on the last Friday of the course at approximately 1530. The above personnel shall receive original and all copies of orders and other records surrendered when checking in immediately after graduation.

B. ACDUTRA Navy and Marine Corps Personnel: Personnel in this category will be detached at 1530 of Friday of the second week. These students will receive their original and all copies of orders, medical records and pay checks when checking out with the Administration Department of CECOS after completion of their respective courses.



C. Mailing of Official Course Material Upon Completion of Course: The school will, upon request, mail to the students "home of record", course notebooks and other official material. Available in Classroom "C" on the first deck are wrapping paper, string and address stickers for students desiring to package material to be forwarded. School personnel will not package material for the students. Individual packages cannot be sent which weigh over 20 pounds.

#### PAY AND ALLOWANCES

A. Active Duty Personnel: Payment of basic pay and allowances is ordinarily made on alternate Fridays at the Disbursing Office, Room 115, Building 225. All active duty transient personnel of all armed services attending CECOS on temporary duty or temporary additional duty orders and possessing pay records can receive payment. Students attending Basic CEC Courses and possessing pay records may receive initial pay due in cash, by reporting to the Disbursing Officer in person. Subsequent pay for Basic students will be made by check delivered to CECOS on regular pay days. Basic students not possessing an "opened" pay record (NROTC) should be prepared for a two (2) week delay in receiving first payment. Basic students entitled to per diem while at CECOS should plan to receive it in one lump sum at the end of the Basic course.

B. ACDUTRA Personnel: Naval and Marine Corps Reserve Officers on two weeks active duty for training will be paid after graduation as indicated in paragraph E above.

C. ACDUTRA Officers from Other Armed Services: The Disbursing Officer is not authorized and cannot pay ACDUTRA Officers from other armed services attending the CECOS courses.

#### COURSE PERFORMANCE REQUIREMENTS

Outside study and problem solution is required. Objective type quizzes will be given on the material presented in the classes and on the reading assignments at approximately weekly intervals. Students must complete the course with the minimum acceptable grade of 3.0 on a 4.0 scale in order to receive a certificate of satisfactory completion.

#### CLASS OPERATIONS, DAILY ROUTINE

A. Senior Class Member: The senior member of each class will be designated and will act as Division Officer for Personnel Inspections and will assist the Administrative Officer in disseminating information and supervising the class.

B. Punctuality and Absences: Students are expected to be punctual to all class sessions and functions. Absences must be cleared with the Senior Class Member, Administrative Officer and Instructor involved. For

unforeseen delays which may cause tardiness or absence, students must call HUnter 6-1651, Ext. 580 and so advise the Administrative Officer or Duty Petty Officer.

C. Class Hours:

Monday thru Friday	Morning Session 0800 - 1150
	Afternoon Session 1330 - 1620

PRIVATE AUTOMOBILE PASSES

Student Officers arriving with private automobiles and desiring to use them for on-center transportation must obtain car passes. An automobile insurance policy showing minimum coverage of \$10,000 Property Damage and \$20,000 Public Liability, Registration of Ownership, and Driver's license must be presented before a car pass will be issued. Passes may be obtained from Base Security, Building #11.

INFORMATION RELATIVE TO STATE OF CALIFORNIA VEHICLE LAWS

A. California Liability Insurance Requirements: STUDENTS ARE REMINDED THAT liability insurance requirements under the California State Financial Responsibility Law are \$10,000/\$20,000 Bodily Injury Liability, \$5,000 property damage. In its application to military personnel who hold home state drivers licenses and auto registrations, it is pointed out that if such persons are involved in an accident and are unable to show financial responsibility, their driving privilege in the State of California could be withdrawn. Students possessing automobiles while at CECOS are driving in California are urged to comply with California's financial responsibility requirements.

B. California Vehicle Operators License Requirements: In addition the student is reminded that the State of California requires that all non-resident personnel including military personnel under 21, must obtain a valid California operators license after 10 days from the time of entry into the State. A non-resident over the age of 21 having a valid operator's license issued to him from his home state or country may drive a motor vehicle in California so long as his state or country license continues to be valid, and so long as the non-resident does not become a resident of California. NOTE WELL: If the non-resident license expires during his stay in California, he is required to apply for a California Drivers License at once. More detailed information can be obtained from any California State Department of Motor Vehicles Office. The nearest Branch Office to the Construction Battalion Center is located at 3450 S. Saviers Road, Oxnard, California, 483-2321. The Administrative Officer also maintains several "California Vehicle Code Summary" booklets for student information while at CECOS.

PERSONAL MAIL

A. Mailing Address: Students may receive their mail at the BOQ or at

the School. The correct mailing address for mail delivered to the School is:

Rank-Name \_\_\_\_\_

Course \_\_\_\_\_ Class No. \_\_\_\_\_ (Obtain from legend on class schedule)

U. S. Naval School, CEC Officers

U. S. Naval Construction Battalion Center

Port Hueneme, California (93041)

B. Mail can be picked up at 1100 and 1600 daily except Sundays and Holidays in the appropriate class box outside the Administrative Office on the second deck of Building #44.

#### MISCELLANEOUS LOCALLY ISSUED PASSES

A. Navy Exchange Passes: Reserve Officers on two (2) week Active Duty for Training are entitled to use Navy Exchange facilities providing they have in their possession their reserve I.D. card and one copy of their ACDUTRA orders. Dependent members of reserve officers on ACDUTRA are entitled to use Navy Exchange facilities if they apply for a permit from the Navy Exchange Office (Building 88). However, these dependent members must obtain a letter of introduction from CECOS prior to applying for such a permit. Commissary privileges are not extended to dependent members of ACDUTRA personnel. Civilian students attending CECOS are not entitled to exchange privileges. Foreign officers are entitled to exchange privileges providing they have in their possession an I.D. card and a copy of their invitational travel orders.

B. Movie and Recreational Passes: Active military personnel holding the standard green I.D. card, retired personnel holding the gray armed forces I.D. card, and reservists during their ACDUTRA are authorized to attend Needham Theater. Casual and civilian guests of personnel listed above will be admitted to the theater only if accompanied by the military sponsor. Dependent children under eight must always be accompanied by an adult. Civilians attending CECOS as students, will, upon request, be issued a credential card which will entitle them to use the theater, bowling alley, hobbyshops, swimming pool, golf course, gymnasium and other CBC recreational facilities.

C. Area Limit Passes: ELEVENTH Naval District regulations require that military personnel traveling outside of a seventy-five (75) mile radius of the CBC on week days or a 150 mile radius on weekends have a pass issued by their Commanding Officer authorizing such travel. To obtain a pass to travel outside the prescribed limits, fill out an "Out of Bounds" request. A supply of these requests is kept in the Student Services Desk and a copy of the NCBC Instruction defining the travel limits is posted on the bulletin board. All military personnel contemplating a visit to Mexico or Baja California while attending CECOS must read and understand COMELEVEN Instruction 5710.4 (series) prior to the issuance of an Out of Bounds pass.



## DEPARTING TRANSPORTATION IN CONNECTION WITH ORDERS

A. TR's and Commercial Reservations: Travel requests and commercial reservations for return transportation upon completion of the course will be made by the Student Services Division personnel if so requested. Arrangements should be made during the first week by two week students.

B. Government Air (Applicable to TWO week students): If Government Air is directed in your orders, the Student Services Division personnel will upon request assist you in procuring return reservations from COMTWELVE. Any problems or questions regarding Government Air should be directed to the Student Services Division personnel or the Administrative Officer. Arrangements should be made in the first week.

C. Departing Local Transportation: Navy policy prohibits the use of government owned vehicles competing with private means of public transportation. It is therefore recommended that you arrange for your own means of public transportation upon completion of your studies at CECOS. Transportation for two week students and Basic students traveling on TR's from CBC to train, bus, and airline terminals in Oxnard upon detachment is available and will be arranged during the last week of classes by the Student Services Division upon request. For information concerning available transportation to Los Angeles International Airport refer to Available Local Transportation, paragraph B, page 28.

## SCHOOL FACILITIES

The following facilities maintained by CECOS and located in the school buildings are available for student use while at CECOS.

A. Library: The School Library contains many excellent volumes in addition to the texts used in CECOS courses. A librarian and the Duty Petty Officer after normal working hours are available to assist you in locating references and titles for later use. In addition, the library maintains a limited supply of travel information, travel schedules, information pamphlets on overseas living conditions, passport procurement, and various road maps for student information. This material cannot be removed from the Library.

B. Film Library: A Film Library is maintained on the second deck. Information on both films shown during class hours and additional training films available may be obtained from the personnel on duty. Current film catalogs are available for reference and information. Films available at CECOS may be viewed by students after class hours upon request providing there is a minimum of three persons in the group and providing the CECOS Duty Petty Officer is a Qualified Projectionist. Arrangements can be made through the Administrative Officer or Film Library Personnel.



C. Coffee Mess: The Coffee Mess, located in the wardroom on the second deck, is available for students use during class breaks. Students may join the mess by paying a small monthly fee to the CECOS Coffee Mess Treasurer.

D. Athletic Gear Locker: A limited quantity of athletic gear is available at the School for student use. Athletic gear may be checked out from the Duty Petty Officer after normal working hours.

E. After Normal Working Hours: The CECOS Building is normally open for student use except when the Duty Petty Officer secures the building for meals or the mail run until 2200 each working day, all day until 1800 on Saturdays and from 1200 to 2200 Sundays and Holidays. Changes to the times indicated will be posted by memorandum on the main entrance door. Areas on the first deck are available for students use during these hours. All personnel entering or leaving the building after normal working hours are requested to log in and out in the Visitors Log maintained in the Lobby. The Duty Petty Officer has full responsibility for the security of the School after normal working hours. All rooms on the second deck, except classroom Alfa, the coffee mess, and the head are out of bounds to all personnel after 1630, except staff members and janitors. The Duty Petty Officer shall enforce the out-of-bounds limit. Typewriters, paper and other supplies for use after normal working hours may be obtained from the Duty Petty Officer. All Students are requested to comply with building security and operating regulations.

## NCBC FACILITIES AVAILABLE FOR STUDENTS USE

- A. Divine Services: Catholic and Protestant Divine Services are held in the Center Chapel. Schedules are published in the Plan-of-the-Day.
- B. Banking Facilities: A branch of the Bank of America and a Federal Credit Union are located on the Center.
- C. Officers Club: The Officers Club offers meals and barroom services. For hours of operation and announcements of special events, see schedules posted on the student bulletin board. Also, the Officers Club offers facilities for class parties, if so desired. Except for special occasions such as formal dances and costume parties, minimum acceptable attire in the Officers Club after 1800 will include sport shirt with collar buttoned at the throat and jacket. Less formal sports attire may be worn prior to 1800. Uniform of the day is acceptable at any time; however, blouses will be worn after 1800. Civilian students at CECOS may use the Officers Club.
- D. Hospital: The station hospital is located near Ventura Gate. Medical facilities and services are available for all military personnel, dependents of active duty personnel and for civil service personnel in emergencies.
- E. Navy Exchange Facilities: Active duty personnel, their dependents, foreign and reserve officers on two weeks active duty for training are authorized to use the Navy Exchange facilities.

RETAIL STORE, SNACK BAR, LAUNDRY AND DRY CLEANING SHOP, TAILOR SHOP, COBBLER SHOP, BARBER SHOP, BEAUTY SHOP, PHOTO SHOP, WATCH REPAIR, NURSERY, AND GAS STATION are available.

- F. Commissary and Small Stores: All military personnel attending CECOS and their dependents are permitted to use the Commissary and Small Stores. However, dependent members of ACDUTRA personnel are not permitted Commissary Store privileges.

G. Recreation Facilities: The CBC Special Services Department offers a number of excellent entertainment and athletic facilities on the center, which are available to students, officers and civilians, residing in the BOQ. These include a movie, gymnasium, swimming pools, tennis courts, handball courts, bowling alleys, roller skating rink, softball and baseball diamonds, golf course and athletic gear lockers. Refer to NCBC Instruction 1710.2 Series for full details after arriving. NCBC Instruction 11106.1 Series contains complete details on golf course operation. Golf clubs for use on the NCBC golf course are available at the club house for a nominal fee; therefore, students desiring to play golf need not bring their own clubs.

Athletic gear may be checked out from the Duty Petty Officer at the school or at Warfield Gymnasium. Complete fishing and camping gear may be obtained at Warfield Gymnasium.

An excellent NCBC Library is also available for use. Items available include popular periodicals, books of fiction and a fine record collection.

Special Services (Ext. 8131) and the Base Librarian (Ext. 411) can provide students with information concerning current tours and entertainment which may be featured in the area. Also, tickets can be purchased for various shows and for entertainment in the Los Angeles area from Henson's Music Store, 108 W. 5th Street, Oxnard, 483-6043.

The Seabee Museum is a monument to the history of the Seabees. Its mission is to collect, catalogue, preserve and dramatize as much of the story of the Seabees as possible. This story is told in pictures, display items from all over the world, dioramas and scale models depicting areas and operations covered by the Seabees since their organization.

#### AVAILABLE LOCAL TRANSPORTATION

Students in need of transportation for personal business while at CECOS will find the following transportation media at their disposal:

A. Off-Center: A liberty bus runs between the center and Oxnard, in accordance with the schedule posted on the student bulletin board. Also the Oxnard Municipal Transit Lines has a scheduled run which stops on the corners of Teakwood Street and Ventura Road, and Bard and Ventura Road. The only other commercial transportation available off-center is taxi service, which is expensive. For longer trips, the Greyhound Bus Lines (487-2706) and the Southern Pacific Railroad (483-1164) in Oxnard; or the Joint Airlines Military Traffic Office, Bldg. 225, Room 215, CBC, Phone Ext. 609 can be contacted for tickets. Students desiring to bring automobiles are encouraged to do so since the transportation off-center is not very convenient. Students planning on living off-center will be required to make their own arrangements for transportation to and from classes. Off-center students will find an automobile almost essential.

B. As an aid to the student in securing transportation from International Airport, Los Angeles to Oxnard, the following information is provided:

At the present time, the only direct auto service between Oxnard and the Los Angeles International Airport is by Yellow Cab Co., 154 E. 5th Street, Oxnard, California, 483-2444. The price one way is \$30.00 for one through five people.

Another means of traveling from Los Angeles International Airport to Oxnard though not as direct, is the AIRPORTTRANSIT Service. The Airport Transit, 1100 E. Fifth Street, Los Angeles 13, California, MADison 8-8333 operates regularly scheduled shuttle service between Los Angeles International Airport and points in Santa Monica, downtown Los Angeles, and Hollywood, connecting with Greyhound Bus Lines service.



# CECOS COURSE SCHEDULE FOR FISCAL YEAR 1966

LEGEND

COURSE NUMBER

23 GRADUATION DATE

REPORTING DATE 11-3-65

1965

1966

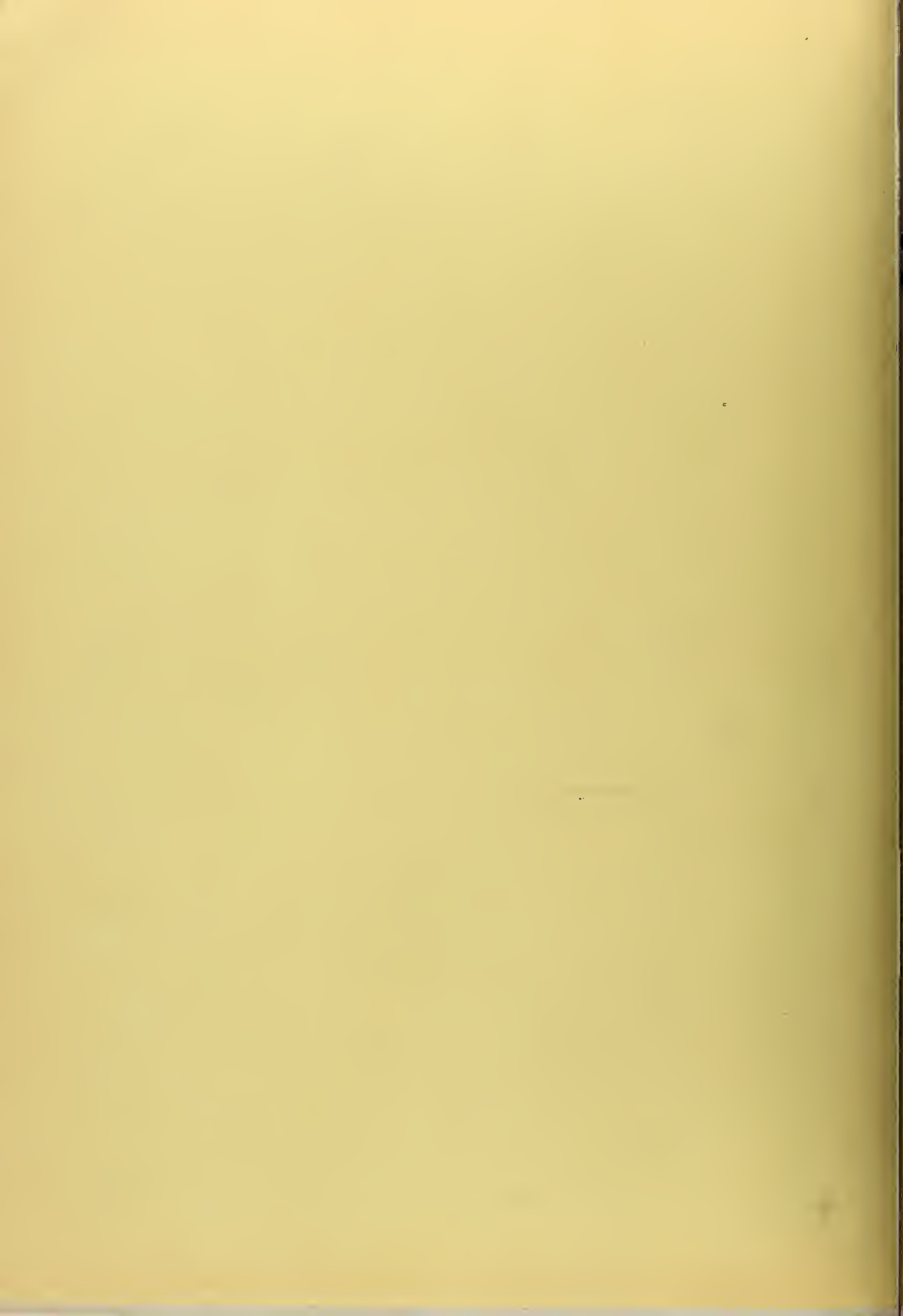
COURSE	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
BASIC CEC	5 12 19 26 2 9 16 23 30 6 13 20 27 4 11 18 25 29	20	76	29	77	14	78	4	79	27	80	81	
PUBLIC WORKS				22 42 11			25 43 14			20 44 9			
CONTRACT ADMIN.				22 40 11			25 41 14			20 42 9			
SEABEE OPERATIONS				22 19 11			25 20 14			20 21 9			
NAVY INDUSTRIAL FUND		27 18 23		19 11			20 7		11 20 7				
P E R T		27 3 23					18 4 14		17 5 13				
COUNTER INSURGENCY		20 2 16					25 3 21		10 4 6				
NUCLEAR DEFENSE CONST. ENGINEERING		20 32 9		29 33 16			14 34 3		25 35 14		20 36 9		
STRUCT. DYNAMICS & RADIATION SHIELDING		3 25 23					11 26 28						
DISASTER ENGINEER'G		20 20 9											
SHORE FACIL. PLANN'G.		3 9 23		19 15					8 11 28			24 12 20	
C.B. TECH. ASSIST. TEAMS													

( SCHEDULED ON REQUEST FROM COMCBBAC )

















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